

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

AUGUST 7, 1962

The regular meeting of the Library Board of the Kanawha County Public Library was held on August 7, 1962 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Hanson
Mrs. Anderson
Mr. Hopkins
Mr. Lovenstein
Dr. Riggleman
Mr. Stone

In the absence of the President, Mr. Hanson presided and welcomed Mr. Hopkins. The Secretary reported that a quorum was present. The minutes of the July 6, 1962 meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of July. Following discussion, the report was accepted and ordered filed and the Director was authorized to publish parts of the report as he might deem desirable.

Approval of Bills. The Director submitted Book Bills List No. 62 and General Bills List No. 62 duly certified and approved in accordance with the Bylaws, and on motion by Dr. Riggleman, seconded by Mr. Lovenstein, and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 61 duly certified and approved in accordance with the Bylaws, and on motion made by Dr. Riggleman, seconded by Mr. Lovenstein, and duly passed, it was ordered that the bills set out on the said list be paid.



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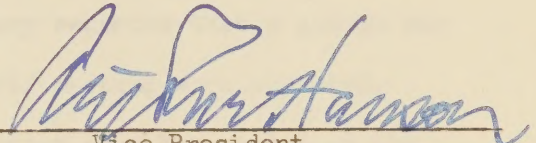
OLD BUSINESS

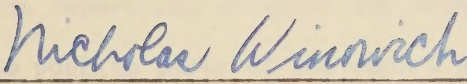
Capitol Street Federal Building. There was a discussion of the Capitol Street Federal Building project and an exchange of information.

NEW BUSINESS

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.


Vice-President


Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS
HELD ON
SEPTEMBER 11, 1962

The regular meeting of the Library Board of the Kanawha County Public Library was held on September 11, 1962 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Brown
Mr. Hanson
Mr. Hopkins
Mr. Lovenstein

The President presided. The Secretary reported that a quorum was present. The minutes of the August 7, 1962 meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of August. Following discussion of deposit collections to elementary schools and comments on paperback books, the report was accepted and ordered filed and the Director was authorized to publish parts of the report as he might deem desirable.

Approval of Bills. The Director submitted Book Bills List No. 63 and General Bills List No. 63 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Hanson, seconded by Mr. Lovenstein, and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 62 duly certified and approved in accordance with the Bylaws,

and on motion made by Mr. Hanson, seconded by Mr. Lovenstein, and duly passed, it was ordered that the bills set out on the said list be paid.

NEW BUSINESS

Resignation - Mrs. Eleanor M. Keenan. A letter of resignation was received from Mrs. Eleanor M. Keenan and read by the Chairman. Following discussion and comments Mr. Hanson moved that Mrs. Keenan's resignation be accepted with reluctance and that the following resolution be adopted:

WHEREAS, Mrs. Eleanor M. Keenan has been of service to her community and this Library Board of Directors; and

WHEREAS, The Library Board of Directors acknowledges with appreciation and recognition the contributions she has made as an active member, therefore

BE IT RESOLVED, That we accept with regret and personal loss the resignation of Mrs. Eleanor M. Keenan; and

RESOLVED FURTHER, That the resolution be spread upon the minutes of this meeting.

The motion was seconded by Mr. Hopkins and, a vote being taken, was unanimously adopted.

Library Board - Vacancy. It was moved by Mr. Hanson, and seconded by Mr. Hopkins, that the following resolution be adopted:

RESOLVED, That William J. Frink, Staff Supervisor of Production Planning and Control Group, Union Carbide Chemical Company and a resident of St. Albans, West Virginia, be nominated to the Library Board to fill the unexpired term of Mrs. Eleanor M. Keenan, which ends June 30, 1963; and

RESOLVED FURTHER, That the said nomination be reported to the Board of Education of the County of Kanawha with the request that the said nominee be duly elected.

The motion carried unanimously.

Position Vacancy. The Director recommended that Mrs. Alice Gygax be promoted to Chief Catalog Librarian, replacing Miss Jane Brugger who resigned. Following discussion, it was moved by Mr. Hopkins, seconded by Mr. Hanson and unanimously

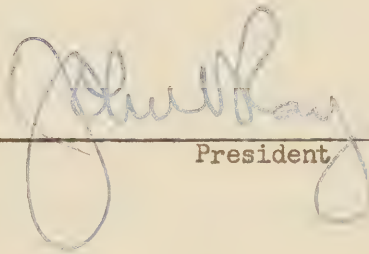
RESOLVED, That Mrs. Alice Gygax be promoted from Circulation Librarian to Chief Catalog Librarian effective September 1, 1962 at an annual salary of \$6,200.

The Director reported that a vacancy exists in the Circulation Department. He presented the application of Mrs. Eleanor M. Keenan and reported on her educational background, personal qualifications and her professional library experience. The Director recommended that she be appointed. It was moved by Mr. Lovenstein, seconded by Mrs. Brown and unanimously

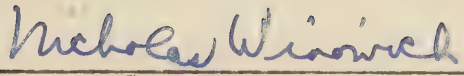
RESOLVED, That Mrs. Eleanor M. Keenan be appointed Circulation Librarian Assistant effective September 1, 1962, at an annual salary of \$4,600.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scale. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.



President



Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

OCTOBER 9, 1962

The regular meeting of the Library Board of the Kanawha County Public Library was held on October 9, 1962 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Hanson
Mrs. Anderson
Mr. Dickinson
Mr. Frink
Dr. Riggleman
Mr. Shonk
Mr. Stone

In the absence of the President, Mr. Hanson presided and welcomed Mr. Frink. The Secretary reported that a quorum was present. The minutes of the September 11, 1962 meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of September. The report was accepted and ordered filed and the Director was authorized to publish parts of the report as he might deem desirable.

Approval of Bills. The Director submitted Book Bills List No. 64 and General Bills List No. 64, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Shonk, seconded by Dr. Riggleman and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 63, duly certified and approved in accordance with the Bylaws, and on motion made by Mr. Shonk, seconded by Dr. Riggleman and duly passed, it was ordered that the bills set out on the said list be paid.

UNFINISHED BUSINESS

Library Board Memberships. The Director reported that a letter dated October 5, 1962, had been received from the Board of Education of the County of Kanawha advising that William J. Frink had been elected to membership on the Library Board, to serve the unexpired term of Mrs. Eleanor M. Keenan ending June 30, 1963.

NEW BUSINESS

St. Albans Public Library. Mr. Stone reported that a meeting of the Kanawha County Public Library and St. Albans Public Library Committees (present were: Messers. Ray, Hanson, Stone, Chairman; Swango, Frink, Chairman) was held in the Board Room of the Kanawha County Public Library on October 4, 1962 at 2:00 p.m. The topic for discussion and consideration pertained to the application of St. Albans Public Library for a grant-in-aid under provisions of the Public Works Acceleration Act. Following a review of that meeting and a subsequent meeting he had with Mr. Frink on October 9, 1962, Mr. Stone outlined the purposes and functions of the PWAA program. Discussion and comments then were invited. Afterwards, on motion of Dr. Riggleman, seconded by Mr. Dickinson, the following resolution was unanimously adopted:

RESOLVED, That the Board of Directors of Kanawha County Public Library hereby authorizes and directs the filing of an application in its name and on its behalf with the Housing and Home Finance Administrator, pursuant

to Public Law 87-658, 87th Congress, for a grant-in-aid to be used in the construction of a branch library building to be located in St. Albans, West Virginia, and that any grant-in-aid so granted be accepted and used for said purpose,

PROVIDED, (1) That the St. Albans Public Library, Inc., convey and assign to Kanawha County Public Library all properties, real and personal owned and to be acquired by it, including but not limited to, the parcel of land heretofore acquired by it for library purposes, all moneys, funds, accounts receivable and all pledges of money heretofore or hereafter made for the construction and operation of said library;

(2) That St. Albans Public Library perform and carry out all the details incident and necessary to the processing of the application for said grant-in-aid;

(3) That St. Albans Public Library supervise the work of constructing and furnishing said library at St. Albans;

(4) That St. Albans Public Library carry out and perform all acts and do all things in connection with financing the operation and maintenance of said library at St. Albans to the extent and in the manner set forth in resolution adopted by this Board at a meeting thereof held on February 6, 1962, and as further set out in a proposal of St. Albans Public Library also dated February 6, 1962, which proposal is incorporated in full in the minutes of the said meeting of this Board; and

(5) That in the event the properties and funds so conveyed and assigned to Kanawha County Public Library together with the funds allowed by the Housing and Home Finance Administrator as a grant-in-aid are insufficient to construct a structure deemed by this Board adequate for the purposes aforesaid, this Board at its option may refuse to accept said grant-in-aid, in which event it shall re-assign to St. Albans Public Library all properties and funds conveyed to Kanawha County Public Library as aforesaid.

Mr. Stone also reported that it was necessary for the Library Board to adopt certain formal resolutions as required by the Housing and Home Finance Agency. Following an explanation of each, on motion of Mr. Dickinson, seconded by Dr. Riggleman, the following resolutions were unanimously adopted:

WHEREAS, Under the terms of said Public Law 345, as amended, the United States of America has authorized the making of grants to public bodies to aid in financing the construction of specific public projects:

NOW THEREFORE, BE IT RESOLVED BY the Board of Directors
(Governing Board of Applicant)

1. That John V. Ray, president of applicant be and he is
(Designated Official)
hereby authorized to execute and file an application on
behalf of Kanawha County Public Library
(Exact Legal Corporate Name of Applicant)
with the Housing and Home Finance Agency, United States
Government, for a grant to aid in financing the con-
struction of St. Albans Branch Public Library Building
(Brief Project Description)

2. That William J. Frink, Member of
(Name of Authorized Representative) (Title)
Board of Directors be and he is hereby authorized and
directed to furnish such information as the Housing and
Home Finance Agency may reasonably request in connection
with the application which is herein authorized to be filed.

3. That John T. Keenan, an attorney at law of Charleston,
West Virginia, is hereby authorized to furnish to the Housing
and Home Finance Administration such legal information as it
may require in connection with this application.

WHEREAS, Under the terms of Public Law 87-658, approved September 14,
1962, the United States of America has authorized the making
of a grant to aid in financing the construction of a specific
public works project, provided the proposed or planned total
expenditure of the public body for its capital improvement
projects is increased by an amount approximately equal to the
non-Federal funds required to complete such public works
project:

NOW, THEREFORE, BE IT RESOLVED BY the Board of Directors of Kanawha
Governing Board of Applicant
County Public Library

1. That as of the date of filing of an application by
Kanawha County Public Library (hereafter called
(Exact Legal Corporate Name of Applicant)
Applicant) with the Housing and Home Finance Agency, United
States Government, for a grant to aid in financing the
construction of St. Albans Branch Public Library Building
(Brief Project Description)

the Applicant had no capital improvements plan or capital improvement budget for said branch library building for the fiscal year or years during which construction of the proposed project is expected to occur; and that the total expenditure for capital improvements in said plan or budget was \$ None for the fiscal year ending June 30, 1963 and \$ None for the fiscal year ending June 30, 1964 .

2. That, in the event that said Federal grant is approved by the United States of America, said capital improvements plan or capital budget will be is hereby increased by \$70,560.00 for the fiscal year ending June 30, 1963 for a total increase of \$70,560.00 in the proposed or planned total expenditure for said capital improvement project (exclusive of Federal funds).

3. That said total increase in the proposed or planned total expenditure for capital improvement projects is equal to the non-Federal funds required to complete the public works project for which the application is to be submitted.

This resolution is adopted pursuant to the authority provided by Chapter
(cite

178 Acts Legislature of West Virginia, Regular Session 1957.
applicable State or local law).

Mr. Frink read a resolution adopted by the Board of Directors of St. Albans Public Library, Inc., held on October 8, 1962, at the City Building in St. Albans, West Virginia. Upon motion duly adopted, a copy of the said resolution was ordered filed with the minutes of this meeting. He also read a resolution which will be presented to the membership of the Corporation at a meeting scheduled for October 29, 1962. Upon motion duly adopted, a copy of this resolution likewise was ordered filed with the minutes of this meeting.

Kanawha County Public Library Application - Public Works Acceleration Act.

Mr. Hanson proposed the desirability of the Kanawha County Public Library to submit an application for \$400,000.00 under the Public Works Acceleration Act for the purpose of remodeling and enlarging the present building. He added that

should the Capitol Street Federal Building be made available to us, the application would be transferred for use on that project. It was moved by Mr. Stone that the following resolution be adopted:

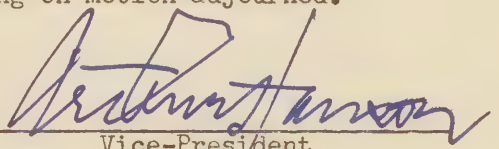
RESOLVED, That, the Board of Directors of Kanawha County Public Library hereby authorizes and directs the filing of an application with the Housing and Home Finance Administrator, pursuant to Public Law 87-658, 87th Congress for a grant-in-aid to be used to remodel and enlarge the Kanawha County Public Library Building located at Lee, Hale and Dickinson Streets in Charleston, West Virginia.

The motion was seconded by Mr. Shonk and upon a vote being taken the motion carried unanimously.

In response to a question, the Director reported that he had telephoned Mr. Bailey, who visited Charleston in June, 1958 to survey the potential of the Capitol Street Federal Building as a public library building. Mr. Bailey indicated that he was available on the following dates in October: 16th, 23rd, and 31st. Following discussion it was agreed to invite Mr. Bailey for October 16 and to ask him to meet with the Library Board that afternoon at 3:00 p.m.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.


Vice-President


Secretary

RESOLUTION OF THE BOARD OF DIRECTORS OF
ST. ALBANS PUBLIC LIBRARY, INC., HELD ON
THE 8th DAY OF OCTOBER, 1962, AT THE
CITY BUILDING, ST. ALBANS, WEST VIRGINIA.

At a special meeting duly held, pursuant to notice duly given as provided in the by-laws, at which time Mr. Frink presented to the Board a proposed resolution to be presented to a membership meeting of the corporation, which resolution authorized the transfer unto the Kanawha County Public Library, a corporation, of all of the assets of the St. Albans Public Library, Inc. upon certain terms and conditions set forth in said resolution, so that an application could be made by the Kanawha County Public Library, a public corporation, to the Community Facilities Administration of the Housing and Home Finance Agency for a grant of federal matching funds to construct the St. Albans Public Library on the property now owned by the corporation, copy of which resolution was presented to the members for their consideration.

Thereupon, Mr. Frink advised the Board that the Kanawha County Public Library, Inc. is willing to accept the said property and to make the necessary application for said federal funds, provided the St. Albans Public Library, Inc. shall proceed for and on behalf of the Kanawha County Public Library in handling the details in connection with the application to the Community Facilities Administration for said grant, the supervision of the contract for construction of said building, the collection of moneys due and owing on the pledges, and the general administration of said public library in St. Albans in the same manner as it has in the past until such time as construction of said library building has been completed, and complete the intent of the resolution heretofore approved by the membership of the St. Albans Public Library, Inc. on September 12, 1962, for the future operation of said library. The Kanawha County Public Library, Inc. further has agreed that in the event federal

matching funds are refused that the assets will be retransferred to the St. Albans Public Library, Inc. and the intent of the September 12, 1962 resolutions will again become effective.

And, whereas, the Kanawha County Public Library does not intend to invest any of its capital into this project at this time and is depending upon the St. Albans Public Library, Inc. to match equally the federal funds with funds now on hand by the St. Albans Public Library, Inc. and such funds as it will hereafter raise, either from its pledges or otherwise, and that the St. Albans Public Library, Inc. has represented unto the Kanawha County Public Library, Inc. that it will attempt to raise the necessary additional funds to match such federal funds as may be available or in the alternative that the building program will be reduced in cost in such amount so that the federal grant will be equal to such amount as the St. Albans Public Library, Inc. will be able to raise.

Thereupon, Mr. Randall moved, and Mr. Ferrell seconded, that the following resolution be adopted:

1. That a meeting of the membership of this corporation be called for the 22nd day of October, 1962, and that notice be given as provided in the by-laws.
2. That the proposed resolution to be presented to the membership be read and its unanimous adoption be requested.
3. That thereafter the Board of Directors carry out the intent of said resolution by executing the necessary application for federal funds and to cooperate and assist the Kanawha County Public Library in carrying out the intent of said resolution so that all of the detail work, negotiations, applications, settlements, collection of pledges and other details will be carried

out by this corporation.

Adoption of the foregoing resolution was made on the motion of Mr. Randall, seconded by Mr. Ferrell, and adopted by the Board of Directors.

Dated this 8th day of October, 1962.

/s/ Diana Kaufman
Secretary

I hereby certify that the foregoing is a true and correct extract of the minutes of the board meeting of the St. Albans Public Library, Inc. held at the St. Albans City Building in St. Albans, West Virginia.

/s/ Diana Kaufman
Secretary

RESOLUTION OF THE MEMBERS OF THE ST. ALBANS PUBLIC
LIBRARY, INC., A CORPORATION, HELD ON THE 29th
DAY OF OCTOBER, 1962, IN THE CITY OF ST. ALBANS,
WEST VIRGINIA.

At a special meeting duly held, pursuant to notice as prescribed by
the By-laws of said corporation,

BE IT RESOLVED AS FOLLOWS:

FIRST: That whereas the St. Albans Public Library, Inc., a corporation,
is now operating and has operated for more than ten years last past a public
library located on Fourth Street in the City of St. Albans, West Virginia,
pursuant to its authority as a corporation, and in connection therewith now
owns a parcel of land located on the southeasterly corner of Sixth Avenue and
Fourth Street in said City upon which it plans to construct a library building
for which the plans and specifications have been prepared and approved by
this organization, as well as the Kanawha County Public Library, a corporation;
and

WHEREAS, the St. Albans Public Library, Inc. also owns other assets in
connection with its operation such as unpaid pledges by members and friends,
books, accounts receivable, good will and cash on hand and on deposit in banks
and building and loan associations; and

WHEREAS, the membership of the St. Albans Public Library, Inc. at a
regular meeting held on the 12th day of September, 1962, duly adopted a
resolution providing that St. Albans Public Library, Inc. would construct a
proposed library building on said parcel of land at its cost and upon completion
thereof to assign and transfer all assets to the Kanawha County Public Library
and to continue to make contributions therein stipulated to the Kanawha County
Public Library for the continued operation of said library upon certain terms
and conditions more particularly set out in said resolution; and

WHEREAS, the Kanawha County Public Library, by resolution dated the 6th day of February, 1962, agreed to accept said property upon the terms and conditions hereinabove set forth, provided the resolution was duly approved by the Board of Directors of the St. Albans Public Library, Inc.; and

WHEREAS, the Congress of the United States has recently enacted into law Public Law No. 87-658 designed to make available certain matching funds in "Eligible Areas" of the United States, which act is being administered by the Community Facilities Administration of the Housing and Home Finance Agency, the benefits of which legislation it is deemed desirable that St. Albans Public Library, Inc. receive in the sum of approximately \$70,000.00 towards the construction of said public library building; and

WHEREAS, eligible applicants must be municipalities or other political subdivisions or instrumentalities of States, including public agencies and instrumentalities of municipalities, and for that reason the St. Albans Public Library, Inc. at this time is not eligible to receive such funds; and

WHEREAS, the Kanawha County Public Library, as provided by Chapter 178 of the Acts of the Legislature of West Virginia, Regular Session, 1957, is a public corporation, agency and instrumentality of the County of Kanawha, the City of Charleston, a municipal corporation and the Board of Education of the County of Kanawha, and therefore is eligible for the benefits provided by said Act of Congress; and

WHEREAS, the Kanawha County Public Library is willing to accept the transfer of all of the assets of said St. Albans Public Library, Inc. at this time, including said real estate, and to apply for a grant of funds available under said Act of Congress to be applied to the construction of said library

building, upon condition that the St. Albans Public Library, Inc. shall proceed for and on behalf of the Kanawha County Public Library in handling the details in connection with the application to the Community Facilities Administration for said grant, the supervision of the contract for construction of said building, the collection of moneys due and owing on the pledges, and the general administration of said public library in St. Albans in the same manner as it has in the past until such time as construction of said library building has been completed; and

WHEREAS, the said Kanawha County Public Library has agreed with the St. Albans Public Library, Inc. that in the event for any reason the matching funds do not become available from the above referred to federal statute that all assets, including cash received, shall be re-transferred to the St. Albans Public Library, Inc. by the said Kanawha County Public Library and the resolution adopted by the St. Albans Public Library, Inc. on September 12, 1962, and as adopted by the Kanawha County Public Library on February 6, 1962, shall remain in full force and effect and binding upon each of the parties; and

WHEREAS, the Board of Directors of the St. Albans Public Library, Inc., at a meeting duly held, has passed a resolution recommending the approval of this resolution by the membership; and

WHEREAS, this meeting has been duly called pursuant to the by-laws of this corporation; and

WHEREAS, it is deemed for the best interests of the St. Albans Public Library, Inc., its members and citizens of St. Albans and its environs that this resolution be adopted.

NOW, THEREFORE, BE IT FURTHER RESOLVED:

1. That the Board of Directors of St. Albans Public Library, Inc. be, and is hereby, authorized to transfer, assign and convey unto the Kanawha County Public Library, a corporation, all of the assets, property, cash on hand or on deposit, pledges and accounts receivable, and all other assets of said corporation, and in order to execute this resolution, the President of this Corporation is authorized and directed to execute a duly prepared deed and all other documents and papers necessary to carry out the intent hereof.
2. That in the event the application of the Kanawha County Public Library for funds to construct the said library in St. Albans is refused, that the said Board of Directors is hereby authorized to receive and accept from the said Kanawha County Public Library a deed, bill of sale, and other instruments transferring and reconveying unto the St. Albans Public Library, Inc. all of the assets hereby directed to be transferred to the Kanawha County Public Library.
3. That this corporation shall continue in existence until such time as the membership shall direct otherwise.

Adoption of the foregoing resolution was made on the motion of Mrs.

C. W. Mudd, seconded by Mr. J. Delforge, and unanimously adopted by the membership.

Dated this 29th day of October, 1962.

/s/ Diana Kaufman
Secretary

I hereby certify that the foregoing is a true and correct extract of the minutes of the membership of the St. Albans Public Library, Inc. held at the Appalachian Power Company offices in St. Albans, West Virginia.

/s/ Diana Kaufman

Secretary

MINUTES OF A SPECIAL MEETING OF THE

BOARD OF DIRECTORS

HELD ON

OCTOBER 16, 1962

A special meeting of the Library Board of Directors of the Kanawha County Public Library was held on Tuesday, October 16, 1962 at 3:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray	Mr. Hopkins
Mrs. Brown	Mr. Lovenstein
Mr. Dickinson	Dr. Riggleman
Mr. Frink	Mr. Shonk
Mr. Hanson	

Also present:

Mr. J. Russell Bailey

The President presided and stated that the meeting had been called to consider further the proposed application to the Housing and Home Finance Administrator for a grant-in-aid in the amount of \$400,000 under the Public Works Acceleration Act, for the purpose of remodeling and enlarging the present library building, and to confer with Mr. J. Russell Bailey, Architect, A.I.A., of Orange, Virginia.

The Secretary reported that notice of the meeting had been given in accordance with the By-laws and that a quorum was present.

The President then introduced Mr. Bailey, who discussed, in general terms,

the installation of elevators,

the rehabilitation of the third floor,

interior modifications on the basement, first and second floors,

the construction of an addition at the south of the present building,

the substitution of gradually sloped ramps instead of steps at the north entrance to the building,

Mr. Bailey presented to the meeting a rough sketch showing an addition to the present building.

Following Mr. Bailey's remarks, there was a lengthy discussion of numerous pertinent topics, including

exterior construction of addition to consist of a limestone or sandstone finish over masonry,

cleaning the building's exterior not included in the estimate,

remodeling to be undertaken only if construction of an addition was made,

cost and availability of a suitable site for constructing a new public library building,

Federal Building on Capitol Street,

imperative that plans which must accompany the Public Works Acceleration Act application be prepared as quickly as possible,

in the event that the Capitol Street Federal Building became available, the grant be transferred for use on that property,

an evaluation of the present site considered very good,

the "report" that the Director of the Community Facility Agency, Mr. John Hey, had indicated that applications received would be considered on a "first come - first served basis" because of a limitation of funds in the program,

filing an application without committing too large an expenditure was the "sensible" thing to do,

The cost of preliminary plans which will be required in order to file an application was discussed, and Mr. Bailey estimated that the cost thereof

would be approximately \$5,000.

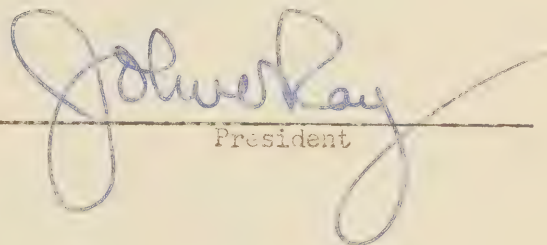
Mr. Frink moved that the following resolution be adopted:

RESOLVED, That the preparation of such preliminary plans as are required to file an application with the Housing and Home Finance Administrator for a grant-in-aid be and the same are hereby authorized; and

RESOLVED FURTHER, That the President is hereby directed to proceed promptly with the preparation and filing of such application under the Public Works Acceleration Act, endeavoring to keep at a minimum expenditures in connection therewith.

The motion was seconded by Mr. Shonk, and, upon a vote being taken, the motion carried unanimously.

On motion the meeting adjourned.



President



Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

NOVEMBER 6, 1962

The regular meeting of the Library Board of the Kanawha County Public Library was held on November 6, 1962, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Hanson
Mr. Chilton
Mr. Dickinson
Mr. Elphick
Mr. Frink
Mr. Hopkins
Mr. Lovenstein
Mr. Stone

In the absence of the President, Mr. Hanson presided. The Secretary reported that a quorum was present. The minutes of the October 9 and October 16, 1962 meetings were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of October. Following considerable discussion, particularly with reference to the progress made by Mr. Bailey and his staff on the preliminary plans in connection with the application for funds under the Public Works Acceleration Act, the report was accepted and ordered filed and the Director was authorized to publish parts of the report as he might deem desirable.

Approval of Bills. The Director submitted Book Bills List No. 65 and General Bills List No. 65, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Chilton, seconded by Mr. Elphick and duly passed, it was ordered that the bills set out on the two lists be paid and that the

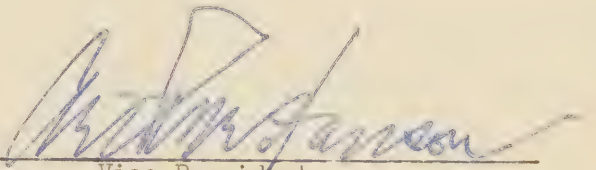
said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 64, duly certified and approved in accordance with the Bylaws, and on motion made by Mr. Chilton, seconded by Mr. Elphick and duly passed, it was ordered that the bills set out on the said list be paid.

NEW BUSINESS

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.



Vice-President



Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

DECEMBER 4, 1962

The regular meeting of the Library Board of the Kanawha County Public Library was held on December 4, 1962, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Anderson
Mrs. Brown
Mr. Dickinson
Mr. Frink
Mr. Hanson
Mr. Hopkins
Dr. Riggleman
Mr. Thomas

The President presided. The Secretary reported that a quorum was present. The minutes of the November 6, 1962, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of November. The Director's report was accepted and ordered filed and he was authorized to publish parts of the report as he might deem desirable.

Approval of Bills. The Director submitted Book Bills List No. 66 and General Bills List No. 66 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Hanson, seconded by Mr. Hopkins and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 65 duly certified and approved in accordance with the Bylaws, and on motion duly made by Mr. Hanson, seconded by Mr. Hopkins and duly passed, it was ordered that the bills set out on the said list be paid.

UNFINISHED BUSINESS

St. Albans Branch Library. On behalf of St. Albans Public Library, Inc., Mr. Frink tendered an executed deed, assignment and other documents, in accordance with the agreements between St. Albans Public Library, Inc., and Kanawha County Public Library. Dr. Riggleman moved that the President of Kanawha County Public Library be authorized to notify St. Albans Public Library, Inc., that the said deed and other papers are duly accepted, provided the President finds the same to be in proper form, after study thereof. Mr. Dickinson seconded the motion, and following discussion the motion carried.

Mr. Frink stated that the Housing and Home Finance Agency in Philadelphia has not officially informed St. Albans Public Library, Inc., that the grant-in-aid to it has been approved, but that he has received letters from Senators Byrd and Randolph, informing him of such favorable action.

NEW BUSINESS

Municipal Planning Commission. The President reported on a meeting requested by the Public Building Committee of the Municipal Planning Commission, held in the Library Board Room on November 20, 1962, at which the following persons were present: Mrs. Charles G. Peters, Mr. Walter Fredericks, Mr. Irving Bowman, Mr. Eric Lane, Mr. Robert S. Spilman, Jr., Mr. Clarence Moran, Mr. Nicholas Winowich, Mr. A. Guy Stone, Mr. C. C. Dickinson, Mr. John V. Ray and Mr. Donald Shonk.

The President stated that the representatives of Kanawha County Public Library attending the meeting explained its position in regard to the proposed application to Housing and Home Finance Agency for a grant-in-aid and requested the cooperation of the Municipal Planning Commission in connection therewith.

A letter addressed to the Mayor and City Council by the Municipal Planning Commission, dated December 3, 1962, was read by the President, and is as follows:

"At a Special Meeting of the Municipal Planning Commission held November 29, 1962, the Commission voted unanimously that the Comprehensive Plan of the City should not be amended at this time to change the long-range Plan with regard to relocation of the Kanawha County Public Library.

"The Commission also recommends that the Library Board obtain estimates of what it would cost to acquire a site and construct a new library building in the area shown on the Comprehensive Plan.

"This recommendation is not meant to obstruct or to withhold the availability of Federal matching funds. Immediately upon receipt of the information requested, the Commission will then be in a better position than it is at the present time to make a final recommendation. The Commission, therefore, recommends to the City Council that no change be made in the Plan at this time."

Following considerable discussion, Mr. Hopkins moved that the following resolution be adopted:

RESOLVED, First, that estimates be obtained of what it would cost to acquire a site and construct a new library building in the area shown for a public library on the Comprehensive Plan of the City of Charleston;

Second, that a copy of the said estimates be transmitted to the Municipal Planning Commission and to the Mayor and Council of the City of Charleston;

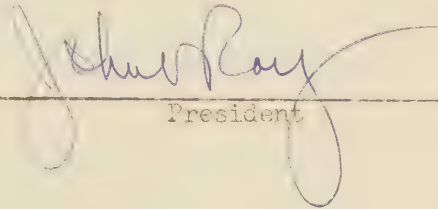
Third, that the Municipal Planning Commission be requested to recommend to the Mayor and Council of the City of Charleston that the Comprehensive Plan of the City be amended as requested by Kanawha County Public Library; and

Fourth, that the Mayor and Council of the City of Charleston be requested to adopt such resolution as will permit Kanawha County Public Library to represent to the Housing and Home Finance Agency that the location of the proposed addition to the library building is in accord with the Comprehensive Plan of the City of Charleston.

The motion was seconded by Dr. Rigglesman, and, upon a vote being taken, was carried unanimously.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded, and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.



President



Secretary

MINUTES OF A SPECIAL MEETING OF THE

BOARD OF DIRECTORS

HELD ON

DECEMBER 11, 1962

A special meeting of the Library Board of Directors of the Kanawha County Public Library was held on Tuesday, December 11, 1962 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mr. Frink
Mr. Hanson
Mr. Hopkins
Mr. Lovenstein
Dr. Riggleman
Mr. Stone
Mr. Williamson

The President presided and stated that the meeting had been called to consider and act upon a resolution authorizing the acceptance of the grant offer of the Housing and Home Finance Agency to make a grant-in-aid of \$69,000 to finance the construction of the Branch Library at St. Albans, West Virginia.

The Secretary reported that notice of the meeting had been given in accordance with the Bylaws and that a quorum was present.

Mr. Frink tendered the Government's Grant Offer Project Number APW-WVA-5G, as submitted through the Regional Director of Community Facilities, Housing and Home Finance Agency to the Board of Directors of Kanawha County Public Library by letter dated December 3, 1962.

On motion of Mr. Stone, seconded by Mr. Hopkins, the following resolution was unanimously adopted:

WHEREAS, There has been filed with the Government in behalf of KANAWHA COUNTY PUBLIC LIBRARY (herein called the Applicant) an application, Project Number APW-WVA-5G dated October 15, 1962, for Federal assistance under the Public Works Acceleration Act, Public Law 87-658, and the UNITED STATES OF AMERICA, acting by and through the Regional Director of Community Facilities, has transmitted to the Applicant for acceptance a Grant Offer dated December 6, 1962 of Federal assistance in connection with the Project referred to in said application and described in said Offer; and

WHEREAS, Said Grant Offer has been fully considered in accordance with all pertinent rules of procedure and legal requirements, and made a part of the Applicant's public records; and

WHEREAS, It is deemed advisable and in the public interest that said Grant Offer be accepted;

NOW, THEREFORE, BE IT RESOLVED BY The Board of Directors of KANAWHA COUNTY PUBLIC LIBRARY as follows:

1. That the said Grant Offer, a true and correct copy of which, including the Special Conditions and the Terms and Conditions, is hereto attached, be and the same hereby is accepted without reservation or qualification; and
2. That the Applicant will, within 60 days from the above Grant Offer date, furnish the Government satisfactory evidence that its share of the Project Costs is available or that firm and binding arrangements have been entered into to provide such funds as they are needed to meet Project Costs, and that the Applicant agrees that its failure to do so will automatically cancel the Grant Offer and this Acceptance, thereby releasing the Government from any and all claims or liabilities in connection with the Grant Offer and/or Project.

After discussion of various matters pertaining to the Library, on motion, the meeting adjourned.



President



Secretary

ACCEPTANCE OF THE GRANT OFFER

WHEREAS, there has been filed with the Government in behalf of

KANAWHA COUNTY PUBLIC LIBRARY an application, Project Number APW-WVA-5G
(herein called the Applicant)
dated October 15, 1962, for Federal assistance under the Public Works
Acceleration Act, Public Law, 87-658, and the UNITED STATES OF AMERICA, acting by
and through the Regional Director of Community Facilities, has transmitted to
the Applicant for acceptance a Grant Offer dated December 6, 1962 of
Federal assistance in connection with the Project referred to in said applica-
tion and described in said Offer; and

WHEREAS, said Grant Offer has been fully considered in accordance with all
pertinent rules of procedure and legal requirements, and made a part of the
Applicant's public records; and

WHEREAS, it is deemed advisable and in the public interest that said Grant Offer
be accepted;

Now, THEREFORE, be it Resolved by The Board of Directors of
KANAWHA COUNTY PUBLIC LIBRARY
(Name of Applicant)

as follows:

1. That the said Grant Offer, a true and correct copy of which,
including the Specials Conditions and the Terms and Conditions, is
hereto attached, be and the same hereby is accepted without
reservation or qualification; and
2. That the Applicant will, within 60 days from the above Grant Offer
date, furnish the Government satisfactory evidence that its share
of the Project Costs is available or that firm and binding arrange-
ments have been entered into to provide such funds as they are needed
to meet Project Costs, and that the Applicant agrees that its failure
to do so will automatically cancel the Grant Offer and this Acceptance,
thereby releasing the Government from any and all claims or liabilities
in connection with the Grant Offer and/or Project.

Passed by the aforementioned governing body of the Applicant on the 11th
day of December, 1962.

Date _____ (Signed) _____
(Name of Officer required to Approve)

Title: President

Approved as a Valid acceptance of the
above-mentioned Grant Offer

Applicant's Attorney

Address:

710 Charleston National Bank Bldg., Charleston 1, West Virginia

Form CFA-1122

(10/31/62)

Housing and Home Finance Agency, Community Facilities Administration

CFA-1121
(10/31/62)

Name of Applicant:

HOUSING AND HOME FINANCE AGENCY
COMMUNITY FACILITIES ADMINISTRATION
ACCELERATED PUBLIC WORKS PROGRAM

Kanawha County Public Library

Kanawha County, West Virginia

Project No. APW-WVA-5G

Offer Date December 6, 1962

Contract No. H-202-863

GRANT OFFER

Subject to the Terms and Conditions, dated 10/31/62, attached hereto and made a part hereof as Exhibit "A", and the Special Conditions attached hereto and made a part hereof as Exhibit "B", the Housing and Home Finance Agency, hereinafter referred to as the Government, hereby offers to make a grant of \$69,000 or 50 per cent of the eligible project costs, whichever is the lesser, to Kanawha County Public Library in order to aid in financing the

(herein called the "Applicant"), construction of essential public works or facilities presently estimated to cost \$138,000, consisting of a new one-story brick library to be located in St. Albans, Kanawha County: Provided, that in the event the actual eligible (herein called the "Project")

project cost as determined by the Government upon completion is less than \$138,000, the amount of the grant shall be reduced so that the grant amount shall not exceed the above percentage of the actual eligible project cost.

Upon acceptance, this Offer, together with the Terms and Conditions, and the Special Conditions referred to, shall become the "Grant Agreement".

Prior to disbursement of any Government grant monies hereunder, the Applicant shall have the right to terminate this Grant Agreement effective fifteen days after giving notice of termination to the Government. The Government shall have the right to terminate this Grant Agreement, effective upon fifteen days' notice thereof to the Applicant, whenever it determines that the Applicant has failed to proceed promptly with the construction and financing of the Project.

This Offer must be accepted within 15 days from the above date.

Housing and Home Finance Agency
Community Facilities Administration

By (Sgd. CORNELIUS J. DALY)
Regional Director or
Community Facilities

HOUSING AND HOME FINANCE AGENCY
OFFICE OF THE REGIONAL ADMINISTRATOR
Widener Building
Philadelphia 7, Pennsylvania

December 3, 1962

REGION II

Mr. William J. Frink
Kanawha County Public Library Board
911 Hughes Dr.
St. Albans, West Virginia

Dear Mr. Frink:

Subject: Project No. APW-WVA-5G
Kanawha County Public Library
Kanawha County, West Virginia

I am pleased to enclose 2 executed counterparts and 2 conformed copies of the Government's Grant Offer for the above designated Project. If satisfactory, the Offer must be accepted within 15 days from the Offer Date designated therein.

Appropriate proceedings accepting the Offer should be taken by your governing body at a meeting following your receipt of this letter. The enclosed 2 copies of a suggested form of Acceptance of the Grant Offer (Form CFA-1122) are for your convenience and may be used only if approved or as modified by your official legal counsel. He should sign at the place designated "Applicant's Attorney".

Upon acceptance of the Offer, please submit to this office:

- a. One executed counterpart of the Offer, to which there is attached a copy of the Exhibit(s) referred to therein and an executed Acceptance of the Grant Offer;
- b. One executed copy of your requested Certificate, together with a completed copy of the Incumbency Certificate attached thereto;
- c. One certified copy of the By-Laws or other rules of procedure of your governing body (if none, one certified copy of the resolutions or other proceedings setting forth the day, time, place, notice and quorum requirements for regular and special meetings); and
- d. If the aforesaid proceedings accepting the Offer were taken at a special meeting, one executed certificate evidencing that notice of the meeting was given in the manner provided in your By-Laws or rules of procedure, together with one copy of the notice.

It is necessary that you also submit with the aforementioned items the following:

2 copies of the Act (Enrolled House Bill No. 161)
creating the Kanawha County Public Library,
certified by the appropriate public official of
the State of West Virginia

Please communicate with this office should you have any question in this matter.

Sincerely yours,

/s/ Cornelius J. Daly

Regional Director of
Community Facilities

Enclosures

December 17, 1962

Mr. Cornelius J. Daly
Housing and Home Finance Agency
Region II
728 Widener Building
Chestnut and Juniper Streets
Philadelphia 9, Pennsylvania

Subject:
Project No. APW-WVA-5G
Kanawha County Public Library
Kanawha County, West Virginia

Dear Mr. Daly:

The Board of Directors of the Kanawha County Public Library was most pleased to accept the Government's Grant Offer for the above designated Project as enclosed with your letter of December 3, 1962.

Enclosed, please find the following:

- a). One executed counterpart of the Offer, to which there is attached a copy of the Exhibits referred to therein and an executed Acceptance of the Grant Offer;
- b). One executed copy of your requested Certificate, together with a completed copy of the Incumbency Certificate attached hereto;
- c). One copy of our Certificate certifying:
 1. That the special meeting was properly held.
 2. That the By-Laws of the Kanawha County Public Library attached thereto are true and correct.
 3. That the copy of the notice of the Special Meeting attached thereto is true and correct.
- d). Two copies of the Act (Enrolled House Bill No. 161) creating the Kanawha County Public Library certified by the Secretary of State, West Virginia.

I wish to thank you for the kind and expeditious assistance which we have received from you and your office in obtaining this grant which makes possible the completion of a community project worked on by countless individuals for several years.

Sincerely yours,

/s/

William J. Frink, Authorized Representative
911 Hughes Drive
St. Albans, West Virginia

WJF:la

enclosures

EXHIBIT A

CFA-1120 (10/31/62)

HOUSING AND HOME FINANCE AGENCY
COMMUNITY FACILITIES ADMINISTRATION

TERMS AND CONDITIONS

Constituting Part of the Grant Agreement Providing for the Financing and Construction of Public Works or Facilities Under the Public Works Acceleration Act, Public Law 87-658.

Section 1. Definitions. As used in these Terms and Conditions:

"Government" means the United States of America.

"Project" means the Public Works or Facilities covered by the Grant Agreement.

"Grant Agreement" means the contract between the Government and the Applicant covering the Project and includes both these Terms and Conditions and other contract instruments.

"Applicant" means the public entity designated in the Grant Agreement.

"Project Costs" means the cost of construction work for the Project, cost of necessary architectural/engineering services, legal, administrative and clerical costs, cost of land acquisition, necessary travel expenses, interest during construction and development, and other necessary miscellaneous expenses, all as determined by the Government.

"Eligible Project Costs" means Project Costs less the cost of land, rights-of-way, initial operating supplies and equipment with the exception of those items directly or reasonably required for the completion of construction, planning financed by a Planning Advance under Section 702 of the Housing Act of 1954, as amended, and any other ineligible miscellaneous expenses, all as determined by the Government.

"Depository Bank" means a bank or trust company which is a member of the Federal Deposit Insurance Corporation.

Section 2. Prerequisites to Government's Obligations. The Government shall be under no obligation to disburse funds under the Grant Agreement if:

- (a) Representations. Any representation made by the Applicant to the Government in connection with the application shall be incorrect or incomplete in any material respect, or the Government determines that the Applicant has failed to proceed promptly with Project financing the construction;
- (b) Concurrence by Government. The Applicant, having submitted to the Government any of the documents mentioned in Section 10 hereof which under the established procedures require the Government's prior approval, shall have proceeded to make related expenditures or incur related obligations without having been advised by the Government that the same are satisfactory; it being the purpose of this provision to insure that no action will be taken in the development of the Project which would result in legal or contractual violation rendering it impossible for the Government to make the grant hereunder or for the parties to accomplish the objects of the Grant Agreement;
- (c) Prohibited Interests. If any official of the Applicant who is authorized in such capacity and on behalf of the Applicant to negotiate, make, accept or approve, or to take any part in negotiating, making, accepting, or approving any architectural, engineering, inspection, construction, materials, supply, or equipment contract or any subcontract in connection with the construction of the Project, shall become directly or indirectly interested personally in any such contract or subcontract, or if any official, employee, architect, attorney, engineer or inspector of or for the Applicant who is authorized in such capacity and on behalf

of the Applicant to exercise any legislative, executive, supervisory or other functions in connection with the construction of the Project, shall become directly or indirectly interested personally in any construction, materials, supply, equipment or insurance contract, in any subcontract or any other contract pertaining to the Project.

Section 3. Applicant's Funds. The Applicant shall initiate and prosecute to completion all proceedings necessary to enable the Applicant to provide its share of the Project Costs on or prior to the time that such funds are needed to meet Project Costs.

Section 4. Legal Matters. The Applicant shall take all action necessary to enable it to finance, construct, and develop the Project in due time, form and manner as required by law and the Grant Agreement.

Section 5. Prerequisites to Grant Disbursements. Prior to the Government disbursing any portion of the grant proceeds, the Applicant shall present satisfactory evidence that:

- (a) It has obtained, or can obtain, all land, rights-of-way, easements, permits, franchises, Federal, State, County, and Municipal approvals required in connection with the construction and operation of the Project, including approval of the final plans and specifications by the appropriate State authorities;
- (b) It has the funds or a firm and binding commitment to provide its share of the Project Costs;
- (c) It has deposited into the Construction Account, in addition to the grant proceeds, any portion then available of the funds to be furnished by the Applicant to meet its share of the Project Costs and that it will promptly deposit any remaining portion of its share of Project Costs in order that all payments in connection with the Project can be made as the same become due;

- (d) The Project can be completed at a total cost satisfactory to the Government which will be within the amount of funds available therefor;
- (e) The Applicant (1) has formally amended its capital improvement plan, budget or other schedule, or is in the process of so amending it, to incorporate the increase in its planned net expenditures for capital improvements pursuant to the resolution furnished with the grant application; (2) has secured, or is in the process of securing, approval of the amendments by any State or other public body having authority in such matters; and (3) has arranged for, or is proceeding expeditiously to obtain, the funds needed for such increase in expenditures.

Section 6. Grant Disbursements. The Applicant may requisition disbursements against the grant as follows:

- (1) 25% upon approval of the award of the construction contract(s).
- (2) 50% when construction is 50% complete.
- (3) 15% upon final inspection.
- (4) 10% after Project completion and audit, subject to adjustment to reflect the actual cost as determined by the Government.

Such requisitions shall be accompanied by such supporting data as the Government may require and shall be honored by the Government, subject to the provisions of the Grant Agreement. No request for review of a determination of the Government affecting the grant payable under the Agreement will be considered unless such request is received by the Government not later than three months following notice to the Applicant of such determination.

All accounting records including bank deposit slips, cancelled checks and other supporting documents and construction contract awards shall be retained intact for audit or inspection by the Government's authorized representatives.

Section 7. Construction Account. The Applicant shall set up in a Depository Bank, or with the fiscal agency of the Applicant fixed by law, a separate account or accounts (herein collectively called the "Construction Account") into which shall be deposited the proceeds of the Government grant and the funds required by the provisions of the Grant Agreement to be furnished by the Applicant to assure the payment of all Project Costs. Moneys in the Construction Account shall be expended only for such purposes as shall have been previously specified in the project cost estimates approved by the Government. The Applicant shall pay all Project Costs from the Construction Account.

Moneys in the Construction Account shall be secured by the Depository Bank in the manner prescribed by statutes relating to the securing of public funds. Where the moneys on deposit in the Construction Account exceed the estimated disbursements on account of the Project for the next 90 days, the Applicant may direct the Depository Bank to invest such excess funds in direct obligations of, or obligations the principal of and interest on which are guaranteed by, the United States Government, which shall mature not later than 18 months after the date of such investment and which shall be subject to redemption at any time by the holder thereof. The earnings from any such investments shall be deposited in the Construction Account by the Applicant.

After completion of construction and payment of all costs of the Project, any balance in the Construction Account shall remain therein pending determination by the Government of the total Project Costs and the Federal grant. Such balance shall be used to refund promptly to the Government any overpayment made with respect to the Federal Grant; any amount thereafter remaining shall be available for disposition by the Applicant in accordance with its other contractual agreements, applicable State or local law, or other governing conditions.

Section 8. Prompt Procedure--Economic Construction. The Applicant covenants and agrees that it will proceed promptly with all matters necessary to the financing and the development of the Project; and that the Project will be undertaken and developed in such manner that economy will be promoted in such development and in the construction work.

Section 9. Approvals and Permits. The Applicant shall obtain approvals and permits required by law as a condition precedent to the acquisition, construction, development, and operation of the Project.

Section 10. Submission of Proceedings, Contract and Other Documents. The Applicant shall submit to the Government such data, reports, records and documents relating to the construction, financing, and operation of the Project as the Government may require. Approval of the Government must be obtained prior to the assignment of any interest in or part of any contract relating to the Project.

Section 11. Construction by Contract. All work on the Project shall be done under contract and every opportunity shall be given for free, open and competitive bidding for each and every construction, material, and equipment contract. The Applicant shall give publicity by advertisement or calls for bids by it for the furnishing to it of work, labor, materials, and equipment as required by applicable law and as will provide adequate competition; and the award of each contract therefor shall be made, after approval by the Government to the lowest responsible bidder as soon as practicable; Provided, that in the selection of equipment or materials the Applicant may, in the interest of standardization or ultimate economy, if the advantage of such standardization or such ultimate economy is clearly evident, award a contract to a responsible bidder other than the lowest in price. The Applicant shall obtain the concurrence of the Government before approving subcontracts relating to the Project.

- (a) Contracts and subcontracts shall provide for submission of employment and other data relating to construction of the Project as the Applicant may require.
- (b) The Applicant shall include in each of its construction contracts a provision requiring the contractor insofar as practicable to give preference in the hiring of workers for the Project to qualified local labor. The provision also will require each contractor to insert the same or a similar provision in each subcontract for the Project.

Section 12. Changes in Construction Contract. Any change in a construction contract shall be submitted to the Government for approval. Construction contracts shall include a provision specifying that the above requirement will be met.

Section 13. Contract Security. The Applicant shall require that each construction contractor shall furnish a performance bond in an amount at least equal to 100 percent of his contract price as security for the faithful performance of his contract and also a payment bond in an amount not less than 50 percent of his contract price or in a penal sum not less than that prescribed by State, territorial, or local law, as security for the payment of all persons performing labor on the Project under his contract and furnishing materials in connection with his contract. The performance bond and the payment bond may be in one or in separate instruments in accordance with local law.

Section 14. Insurance During Construction. The Applicant shall require that each of its construction contractors and his subcontractors shall maintain, during the life of his contract, Workmen's Compensation Insurance, Public Liability and Property Damage Insurance in amounts and on terms satisfactory to the Government. The Applicant shall maintain Builders' Risk Insurance (fire

and extended coverage) on a 100 percent basis on the insurable portions of the Project for the benefit of the owner, prime contractor, and all subcontractors as their interests may appear, until the Project is completed and is accepted by the Applicant.

Section 15. (a) Wage Rates: Upon receipt of the list of wage rates determined by the Secretary of Labor in accordance with the Act of March 3, 1931 (Davis-Bacon Act, as amended), the Applicant shall include such list in all contracts calling for work on the Project and require adherence thereto. The Applicant shall also require of each of its contractors that such list shall be posted at appropriate conspicuous points on the site of the Project. Unless otherwise required by law, wage rates need not be listed for non-manual workers, including executive, supervisory, administrative and clerical employees.

If, after the award of the contract, it becomes necessary to employ any person in a trade or occupation not classified in the above list, such person shall be paid at not less than a rate to be determined by the Secretary of Labor. Such approved minimum rate shall be retroactive to the time of the initial employment of such person in such trade or occupation. The contractor shall notify the Applicant of his intention to employ persons in trades or occupations not classified in sufficient time for the Applicant to obtain approved rates for such trades or occupations.

(b) Contract Work Hours: The Applicant shall comply with the provisions of the Contract Work Hours Standards Act (P.L. 87-581) which provides that the Applicant will also require of its contractors that no laborer or mechanic shall be required or permitted to be employed in such work in excess of eight hours in any calendar day or in excess of forty hours in any workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times his basic rate of pay for all hours worked in excess of eight

hours in any calendar day or in excess of forty hours in such workweek, whichever is the greater number of overtime hours.

Section 16. Payment of Employees. The Applicant shall require of its contractors that all employees engaged in work on the Project be paid in full (less deductions made mandatory by law) not less often than once each week.

Section 17. Wage Underpayments and Adjustments. The Applicant shall require of each of its contractors that, in cases of underpayment of wages by the contractor the Applicant may withhold from such contractor out of payments due, an amount sufficient to pay workers employed on the work covered by his contract the difference between the wages required to be paid under the contract and the wages actually paid such workers for the total number of hours worked and may disburse such amounts so withheld by it for and on account of the contractor to the respective employees to whom they are due.

Section 18. Anti-Kickback Statute. The so-called Anti-Kickback Statute, Public Law No. 324, 73rd Congress, approved June 13, 1934 (48 Stat. 1948 as amended), and the regulations issued pursuant thereto, are a part of the Grant Agreement, and the Applicant shall comply, and require each of its contractors employed in the construction, prosecution, or completion of the Project to comply therewith, and to cause his subcontractors to do likewise.

Section 19. Accident Prevention. The Applicant shall require of its contractors that precaution shall be exercised at all times for the protection of persons (including employees) and property, and that hazardous conditions be guarded against or eliminated.

Section 20. Supervision and Inspection. The Applicant shall provide and maintain on its own behalf competent and adequate architectural or engineering services covering the supervision and inspection of the development and construction of the Project.

Section 21. Nondiscrimination. The Applicant shall require that there shall be no discrimination against any employee who is employed in carrying out the Project, or against any applicant for such employment, because of race, religion, color or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

The Applicant shall insert the foregoing provision of this Section in all its contracts for Project work and will require all of its contractors for such work to insert a similar provision in all subcontracts for Project work; Provided, that the foregoing provision of this Section shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

The Applicant shall post at the Project, in conspicuous places available to employees and applicants for employment, notices to be provided by the Government setting forth the provisions of this nondiscrimination clause.

Section 22. Payments to Contractors. Not later than the fifteenth day of each calendar month the Applicant shall make a partial payment to each construction contractor on the basis of a duly certified and approved estimate of the work performed during the preceding calendar month by the particular contractor, but shall retain until final completion and acceptance of all work covered by the particular contract a reasonable amount, specified in the contract, sufficient to insure the proper performance of the contract.

Section 23. Audit and Inspection. The Applicant shall require of its contractors that the Government's authorized representatives be permitted, and it will itself permit them to inspect all work, materials, payrolls, records of personnel, invoices of materials and other relevant data and records appertaining

to the development of the Project; and shall permit the Government's authorized representatives to inspect or audit the books, records, and accounts of the Applicant pertaining to the Grant and the development of the Project.

Section 24. Signs. The Applicant shall cause to be erected at the site of the Project, and maintained during construction, signs satisfactory to the Government identifying the Project and indicating the fact that the Government is participating in the development of the Project.

Section 25. Operation of Project. The Applicant covenants that it will operate and maintain the Project or provide for the operation and maintenance thereof, to serve the objects and purposes for which the Grant has been made available under the Federal law and the terms of the Grant Agreement.

Section 26. Surety. The Applicant covenants that each of its officials or employees having custody of Project funds during acquisition, construction, and development of the Project, shall be bonded at all times in an amount at least equal to the total funds in his custody at any one time.

Section 27. Interest of Third Parties. The Grant Agreement is not for the benefit of third parties. The Government shall not be obligated or liable hereunder to any party other than the Applicant.

Section 28. Interest of Members of or Delegates to Congress. No member of or delegate to the Congress of the United States shall be admitted to any share or part of this Grant Agreement or to any benefit arising therefrom.

Section 29. Bonus or Commission. By execution of the Grant Agreement the Applicant represents that it has not paid and, also, agrees not to pay, any bonus or commission for the purpose of obtaining an approval of its application for the Grant hereunder.

Section 30. State or Territorial Law. Anything in the Grant Agreement to the contrary notwithstanding, nothing in the Grant Agreement shall require the

Applicant to observe or enforce compliance with any provision thereof, perform any other act or do any other thing in contravention of any applicable State or territorial law: Provided, that if any of the provisions of the Grant Agreement violate any applicable State or territorial law, or if compliance with the provisions of the Grant Agreement would require the Applicant to violate any applicable State or territorial law, the Applicant will at once notify the Government in writing in order that appropriate changes and modifications may be made by the Government and the Applicant to the end that the Applicant may proceed as soon as possible with the construction of the Project.

Kanawha County Public Library
Kanawha County, West Virginia
Project No. APW-WVA-5G
Offer Date: December 6, 1962
Contract No. H-202-863

EXHIBIT "B"

SPECIAL CONDITIONS

Prior to the Government disbursing any portion of the grant proceeds, the Applicant shall present satisfactory evidence that it is able to provide from sources other than the grant proceeds and its share of the Project Costs, the furnishings and movable equipment necessary to the full enjoyment of the use and operation of the Project.



C E R T I F I C A T E

I, Nicholas Winowich, hereby certify that:
(Name of Applicant's Recording Officer)

- (1) I am the duly appointed, qualified and acting Secretary
(Title)
of Kanawha County Public Library
(the "Applicant") in the Project No. APW-WVA-5G;
- (2) I am the custodian of the records of the Applicant including the records of its Board of Directors (herein called
(Title of Governing Body)
the "Governing Body");
- (3) The copy of the By-Laws of the Kanawha County Public Library attached hereto is a true and correct copy.
- (4) That notice of the Special meeting held on December 11, 1962 by the Kanawha County Public Library to consider and act upon a resolution authorizing the acceptance of the grant offer of the Housing and Home Finance Agency was duly given in the manner provided in the By-Laws of the Kanawha County Public Library as attached hereto.
- (5) The copy of the notice of the special meeting attached hereto is a true and correct copy.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Applicant this 14th day of December, 1962.

(S E A L)

/s/ Nicholas Winowich

BY-LAWS
of
KANAWHA COUNTY PUBLIC LIBRARY

ARTICLE I
BOARD OF DIRECTORS

Section 1.

The Board of Directors shall consist of eighteen directors, who shall serve without compensation, and who are hereinafter referred to as the "Library Board." Before the first day of July, one thousand nine hundred fifty-seven, the Board of Education of the County of Kanawha shall appoint the members of the said board of directors, appointing three persons for one year, three persons for two years, three persons for three years, three persons for four years, three persons for five years and three persons for six years, respectively, the term of office commencing July first, one thousand nine hundred fifty-seven. Their respective successors shall be appointed for a term of six years each, except that any person appointed to fill a vacancy occurring before the expiration of the term vacated shall serve only for the unexpired term. A member of the Library Board shall be eligible for reappointment.

Section 2.

Unless the best interests of the library will be served thereby, not more than fourteen members of the Library Board shall be persons who reside within the City of Charleston.

Section 3.

The Library Board shall submit to the Board of Education of the County of Kanawha not later than the first day of May in each year the names of three persons whom the Library Board nominates for appointment to the Library Board for the term beginning the next July first; and shall from time to time submit the names of nominees for appointment to fill vacancies on the Library Board.

Section 4.

The Board of Education of the County of Kanawha may remove any member of the Library Board for cause which it deems sufficient.

ARTICLE II

MEETINGS OF THE LIBRARY BOARD

Section 1. Regular Meetings

The Library Board shall hold its regular meetings at the library at 4:00 p.m. on the first Tuesday of each month or at such other time and/or place as the Library Board may fix therefor, except that the July meeting shall be held on the first Friday in July.

Section 2. Annual Meeting

The annual meeting of the Library Board shall be held on the first Friday in July for the election of officers and for other business.

Section 3. Special Meetings

Special meetings may be called by the Secretary at the direction of the President, or upon the request of two members; and at least one day's notice thereof shall be given by telephone or by mail.

Section 4. Quorum

A quorum shall consist of any four members at any meeting of the Library Board.

ARTICLE III

OFFICERS: THEIR ELECTION AND DUTIES

Section 1.

The officers of the Library Board shall consist of a President, a Vice-President, a Secretary and a Treasurer, who shall be elected at the annual meeting in July, to hold their offices for one year, and until their successors are elected. They shall be members of the Library Board, except the Director may be Secretary and/or Treasurer.

Section 2.

The President shall preside at all meetings of the Library Board at which he is present; shall have general superintendence over the Library, in accordance with the policies of the Library Board; shall have authority to sign checks, drafts, contracts and other instruments, to acknowledge instruments for recordation and to affix the seal of the library thereto when required; and shall exercise the usual functions of such office. He shall appoint all committees, and their chairmen, unless otherwise specially provided by the Library Board. He shall be an ex officio member of all committees and may be the chairman of any committee.

Section 3.

The Vice-President shall perform the duties of the President in his absence or inability to act.

Section 4.

Should the President and Vice-President be absent from any meeting of the Library Board, the members present shall select a chairman who shall preside thereat.

Section 5.

The Secretary shall keep the minutes of meetings of the Library Board, the minutes of the committee meetings, when requested, and all official records of the Library Board; and shall keep the seal of the library and affix it to all documents requiring it.

Section 6.

The Treasurer shall keep a record of money received and paid out; shall keep all financial records of the special library funds and income received by the Library Board from sources other than taxation; shall have charge of all such funds; and shall make financial statements to the Library Board when and as requested by it.

Section 7.

A vacancy in office shall be filled for the unexpired term by the Library Board.

ARTICLE IV

COMMITTEES

Section 1.

As soon as convenient after the annual meeting of the Library Board, the President shall appoint from the Library Board the following standing committees:

Book Committee
Budget Committee
Building and Grounds Committee
~~Finance Committee~~
Gifts, Bequests and Endowment Committee
Personnel Committee
Services Committee

and such special committees as the President shall determine. Each of the aforesaid standing committees shall consist of five members.

Section 2. Book Committee

The Book Committee shall, subject to such instructions as the Library Board may give, direct the policy of the library in the selection, purchase and binding of books, pamphlets, magazines, and newspapers, and the selection and purchase of films, phonograph records and other non-book materials.

Section 3. Budget Committee

The Budget Committee shall prepare an annual budget of expenditure, and submit it to the Library Board.

Section 4. Building and Grounds Committee

The Building and Grounds Committee shall have supervision of the library building, vehicles, equipment and grounds.

Section 5. Finance Committee

The Finance Committee shall supervise and manage the special library funds and income received from sources other than taxation. The President of the Library Board may be chairman of the committee and the Treasurer of the Library Board may be treasurer of the committee.

Section 6. Gifts, Bequests and Endowment Committee

The Gifts, Bequests and Endowment Committee shall be charged with the responsibility of informing the public of the opportunity for gifts, bequests and endowments to the library, and the study of all questions arising in connection with gifts, bequests and endowment funds.

Section 7. Personnel Committee

The Personnel Committee shall advise the Director in the employment and/or discharge of the library staff. All professional staff appointments and dismissals shall be made by the Library Board, after receiving the recommendation of the Director and the Committee. All non-professional and custodial staff shall be appointed by the Director, under such rules as the Personnel Committee may adopt therefor.

Section 8. Services Committee

The Services Committee shall, subject to such instructions as the Library Board may give, direct the policy of the library in the extension of library services to the communities of Kanawha County, other than the City of Charleston, by bookmobile and other methods; and, generally, the services rendered to the citizens of Kanawha County by the library.

ARTICLE V

DIRECTOR, ASSISTANT-LIBRARIANS AND EMPLOYEES

Section 1.

The Library Board shall elect a Director to serve, during the pleasure of the Library Board, at a salary to be fixed by the Library Board.

Section 2.

The Director shall have the management and control of the library under the rules, regulations and directions of the Library Board, and shall be responsible for the care and safekeeping of all the library property. The Director shall make a written report at each regular meeting of the Library Board, telling of the activities of the library during the previous month. This shall be filed and preserved as a permanent record. The Director shall prepare an annual written report showing fully the operations of the library, which report shall be filed as a part of the minutes of each annual meeting of the Library Board.

Section 3.

The Director shall make recommendations to the Library Board for employment, promotion, dismissal, compensation and duties of assistant librarians and other employees.

ARTICLE VI

EXPENDITURES

Section 1.

All bills for books, pamphlets, magazines, newspapers, bindings, films, phonograph records, and other non-book materials, shall be certified by the Director, approved by the Chairman or any two members of the Book Committee, or any two members of the Library Board, before they are presented to the Library Board. All other bills shall be certified by the Director, approved by the Chairman or any two members of the Finance Committee, or any two members of the Library Board, before they are presented to the Library Board.

Section 2.

After bills have been approved by the Library Board, they shall be transmitted by the Director to the proper department of the Board of Education for payment, unless the Library Board directs otherwise.

ARTICLE VII

MAIN LIBRARY, LIBRARY EXTENSION AND BRANCH LIBRARIES

Section 1.

The Library Board shall maintain a main library building, at Lee and Hale Streets, in the City of Charleston, West Virginia.

Section 2.

The Library Board may provide for the extension of library service to the other communities of Kanawha County by branch libraries, bookmobile or otherwise.

ARTICLE VIII

HOURS AND RULES

Section 1.

The Library Board shall fix the hours during which the library shall be open.

Section 2.

The Library Board shall have the power to establish rules and regulations for the government of the library, and the care and preservation of the library property.

ARTICLE IX

ORDER OF BUSINESS

Section 1.

The order of business at the regular meetings of the Library Board shall be:

1. Roll call
2. Approval of minutes
3. Report of Director
4. Reports of Committees
5. Approval of bills
6. Unfinished business
7. New business

ARTICLE X

AMENDMENTS

Section 1.

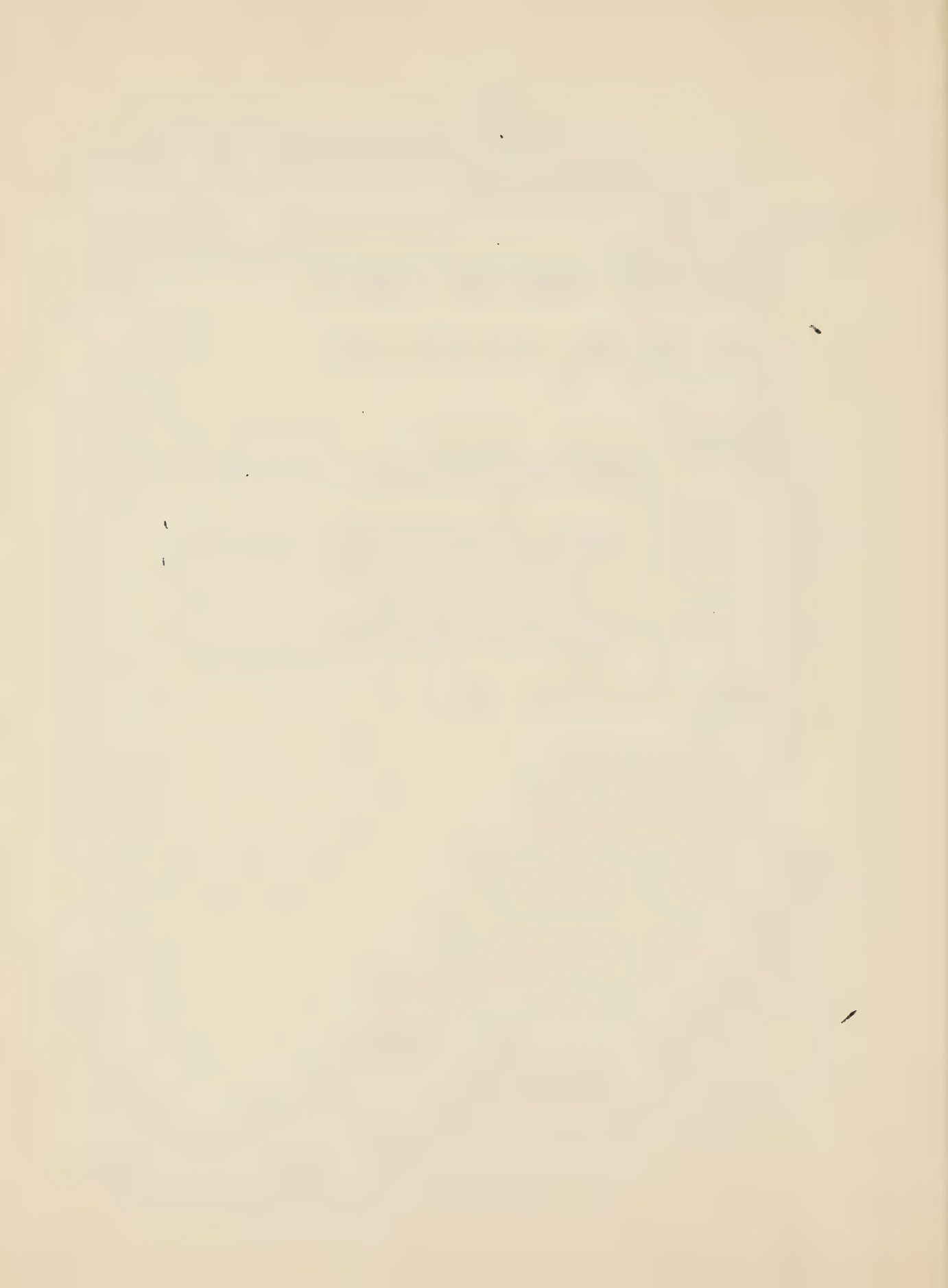
These by-laws may be amended by vote of a majority of the whole Library Board in regular meeting assembled.

Above bylaws adopted July 1, 1957

RESOLVED, That Section 1 of Article 3 of the Bylaws of the Kanawha County Public Library be amended so as to read as follows:

The officers of the Library Board shall consist of a President, two Vice-Presidents, a Secretary and a Treasurer, who shall be elected at the annual meeting in July, to hold their offices for one year, and until their successors are elected. They shall be members of the Library Board, except the Director may be Secretary and/or Treasurer.

(Resolution adopted July 7, 1961)



December 7, 1962

Mr. John V. Ray
Kanawha Valley Building
Charleston, West Virginia

Dear Mr. Ray:

A special meeting of the Board of Directors will be held in the Board Room of the Library at 4:00 p.m. on Tuesday, December 11, 1962, to consider and act upon a resolution authorizing the acceptance of the grant offer of the Housing and Home Finance Agency to make a grant of \$69,000 to finance the construction of the Branch Library at St. Albans, West Virginia.

Sincerely yours,

/s/

Nicholas Winowich
Secretary

NW:la

C E R T I F I C A T E

I, Nicholas Winowich, hereby certify that:
(Name of Applicant's Recording Officer)

(1) I am the duly appointed, qualified and acting Secretary
(Title)

of Kanawha County Public Library (the "Applicant") in Project
No. APW-WVA-5G;

(2) I am the custodian of the records of the Applicant including the
records of its Board of Directors (herein called
(Title of Governing Body)
the "Governing Body");

(3) each of the officers of the Applicant and the members of its
Governing Body listed on the attached Incumbency Certificate was
duly appointed or elected to his respective position and for the
term indicated therein, took and filed his oath of office in the
manner and form prescribed by law, and is lawfully serving in the
said position and for the said term indicated therein;

(4) the attached copy of a resolution accepting the Offer of the
Government for the said project is a true and correct copy of the
said resolution as adopted at a special meeting of
(regular) (special)
the said Governing Body held on December 11, 1962;

(5) the said meeting was duly convened and held in accordance with all
applicable laws and regulations, a legal quorum was present through-
out the meeting, a legally sufficient number of members of the said
Governing Body voted in the proper manner for the adoption of the
said resolution and their votes were recorded as indicated on the
attached Incumbency Certificate, and all other requirements for the
proper adoption of the said resolution were fully observed; and

(6) no action has been taken by the said Governing Body or the Applicant
to reconsider, amend or rescind the said resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of
the Applicant this 14 day of December, 1962.

(S E A L)

INCUMBENCY CERTIFICATE

Kanawha County Public Library
Name of Applicant

Officers:

<u>Name</u>	<u>Title</u>	<u>Current Term</u>	
		<u>Commencement</u>	<u>Expiration</u>
Ray, John V.	President	6/62	6/63
Hanson, Arthur	Vice-President	6/62	6/63
Winowich, Nicholas	Secretary-Treasurer	6/62	6/63

*Vacancy in office of one Vice-President due to the death of Dr. Roy Bird Cook on November 23, 1961.

Members of Governing Body:

<u>Name</u>	<u>* VOTED</u>		<u>ABSENT</u>	<u>Current Term</u>	
	<u>Yea</u>	<u>Nay</u>		<u>Commencement</u>	<u>Expiration</u>
Anderson, Mrs. Wilson			X	7/60	6/66
Brown, Mrs. Benjamin B.			X	7/59	6/65
Chilton, W. E.			X	7/60	6/66
Dickinson, C. C.			X	7/62	6/68
Elphick, Neil			X	9/60	6/65
(completing unexpired term of Dr. John A. Pianfetti who resigned April 1960)					
Frink, William J.	X			10/62	6/63
(completing unexpired term of Mrs. John T. Keenan who resigned September 1962)					
Hanson, Arthur	X			7/57	6/63
Hopkins, Charles T.	X			7/62	6/68
Kleeman, Sydney M.			X	7/61	6/67
Lovenstein, L. K.	X			7/61	6/67
Maurice, John			X	7/60	6/66
Ray, John V.	X			7/58	6/64
Riggleman, Dr. Leonard	X			7/59	6/65
Shonk, Donald C.			X	7/57	6/63
Stone, A. Guy	X			7/58	6/64
Thomas, L. Newton			X	7/62	6/68
Williamson, Charles	X			7/61	6/67
Young, John			X	7/58	6/64

*Please insert an (X) in the proper place under "VOTED" or under "ABSENT" for each member of the Governing Body with respect to the resolution accepting the Offer of the Government.

Extract
from
Minutes of a Special Meeting of the Board of Directors of
Kanawha County Public Library, held on December 11, 1962

* * * *

"On motion of Mr. Stone, seconded by Mr. Hopkins, the following resolution was unanimously adopted:

"WHEREAS, There has been filed with the Government in behalf of KANAWHA COUNTY PUBLIC LIBRARY (herein called the Applicant) an application, Project Number APW-WVA-5G dated October 15, 1962 for Federal assistance under the Public Works Acceleration Act, Public Law 87-658, and the UNITED STATES OF AMERICA, acting by and through the Regional Director of Community Facilities, has transmitted to the Applicant for acceptance a Grant Offer dated December 6, 1962 of Federal assistance in connection with the Project referred to in said application and described in said Offer; and

"WHEREAS, Said Grant Offer has been fully considered in accordance with all pertinent rules of procedure and legal requirements, and made a part of the Applicant's public records; and

"WHEREAS, It is deemed advisable and in the public interest that said Grant Offer be accepted;

"NOW, THEREFORE, BE IT RESOLVED BY The Board of Directors of KANAWHA COUNTY PUBLIC LIBRARY as follows:

1. That the said Grant Offer, a true and correct copy of which, including the Special Conditions and the Terms and Conditions, is hereto attached, be and the same hereby is accepted without reservation or qualification; and
2. That the Applicant will, within 60 days from the above Grant Offer date, furnish the Government satisfactory evidence that its share of the Project Costs is available or that firm and binding arrangements have been entered into to provide such funds as they are needed to meet Project Costs, and that the Applicant agrees that its failure to do so will automatically cancel the Grant Offer and this Acceptance, thereby releasing the Government from any and all claims or liabilities in connection with the Grant Offer and/or Project."

* * * *

I hereby certify that the foregoing is a true and correct extract from the minutes of the said meeting dated this 11th day of December, 1962.

SEAL

/s/ Nicholas Winowich

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JANUARY 8, 1963

The regular meeting of the Library Board of the Kanawha County Public Library was held on January 8, 1963, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Brown
Mr. Frink
Mr. Hanson
Mr. Hopkins
Mr. Lovenstein
Dr. Riggleman
Mr. Shonk
Mr. Williamson

The President presided and Miss Ammar acted as Secretary, in the absence of the Director, and reported that a quorum was present.

The minutes of the December 4, 1962 meeting and the December 11, 1962 meeting were approved.

Director's Monthly Report. The Acting Secretary read the Director's report on the activities of the library for the month of December. The Director's report was accepted and ordered filed and he was authorized to publish such parts of the report as he might deem desirable.

Approval of Bills. The Acting Secretary submitted Book Bills List No. 67 and General Bills List No. 67 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Shonk, seconded by Mr. Hanson and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Acting Secretary submitted Special Funds List No. 66 duly certified and approved in accordance with the Bylaws, and on motion duly made by Mr. Shonk, seconded by Mr. Hanson and duly passed, it was ordered that the bills set out on the said list be paid.

UNFINISHED BUSINESS

St. Albans Branch Library. The President read a letter from St. Albans Public Library Board, dated January 7, 1963, concerning the five bid proposals on the St. Albans Branch Library Building. Dr. Riggleman moved that the following resolution be adopted:

RESOLVED, That the Kanawha County Public Library accept the bid submitted by Earl T. Browder, Inc., in the amount of \$99,716.00, which is the lowest and best bid, subject to approval by the Housing and Home Finance Agency.

The motion was seconded by Mr. Hanson, and, upon a vote being taken, was carried unanimously.

Mr. Shonk moved that the following resolution be adopted:

RESOLVED, That the Kanawha County Public Library establish a special account in the Bank of St. Albans, St. Albans, West Virginia, as a construction account for the new St. Albans Branch Library Building, to be designated accordingly; that all funds paid to the Kanawha County Public Library by the St. Albans Public Library, Inc., and all funds obtained from the United States and/or its agencies for such Branch Library Building be deposited in the said special account; that the President and/or Vice President of Kanawha County Public Library be authorized to deposit in said special account from time to time from the funds of Kanawha County Public Library such additional sums as may be necessary to meet requirements of the Housing and Home Finance Agency; and to complete the erection of the said Branch Library Building; that disbursements from the said special account be made only by checks signed by two of the following three officials of Kanawha County Public Library, viz., the President, John V. Ray, the Library Director, Nicholas Winowich, the Authorized Representative, William J. Frink; and that all invoices for materials, labor, services and fees used in the construction of the St. Albans Branch Library Building and

all other costs and expenses in connection therewith,
be paid from the said special account.

RESOLVED FURTHER, That the officers of Kanawha County Public Library be authorized and directed to take such steps, do such things and to require said Bank of St. Albans to furnish such depository bond or other indemnification as may be required by law, to protect said deposit.

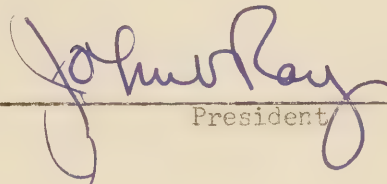
The motion was seconded by Mr. Williamson, and, after consideration thereof, a vote was taken and the motion carried unanimously.

Municipal Planning Commission. The President submitted a letter dated January 4, 1963, addressed and delivered to the Municipal Planning Commission on behalf of Kanawha County Public Library, requesting that the Comprehensive Plan of the City of Charleston be amended so as to fix the site of the main library building in the City of Charleston in the block bounded by Lee, Hale and Dickinson Streets, where the building owned by Kanawha County Public Library is located. After discussion, the letter was approved and it was suggested that a copy be sent to the Mayor and members of the Council of the City of Charleston. On motion duly made, seconded and adopted, the President and Library Director were authorized to take such steps as may be required to cause the Council of the City of Charleston to amend such Comprehensive Plan as requested in the said letter.

NEW BUSINESS

Personnel and Salary Changes. The Acting Secretary submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.



President



Acting Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

FEBRUARY 5, 1963

The regular meeting of the Library Board of the Kanawha County Public Library was held on February 5, 1963, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Anderson
Mr. Frink
Mr. Hanson
Mr. Lovenstein
Dr. Riggleman
Mr. Shonk
Mr. Thomas

Mr. Aaron Rapping, Director of Budgets and Accounting of The Board of Education of the County of Kanawha, was present, by request, and participated in the discussion of the financial procedures which were considered at the meeting.

The President presided. The Secretary reported that a quorum was present.

The President called to the attention of the meeting that opening a special account in the Bank of St. Albans, as authorized by a resolution adopted at the meeting of the board held on January 8, 1963, will violate the laws of West Virginia relating to the handling of public money. He suggested that the minutes of the meeting held on January 8, 1963, be corrected.

Thereupon, on motion duly made, seconded, and carried, the following resolution was adopted:

WHEREAS, The following resolution was adopted at the meeting of the Board of Directors of the Kanawha County Public Library held on January 8, 1963, to-wit:

"RESOLVED, That the Kanawha County Public Library establish a special account in the Bank of St. Albans, St. Albans, West Virginia, as a construction account for the new St. Albans Branch Library Building, to be designated accordingly; that all funds paid to the Kanawha County Public Library by the St. Albans Public Library, Inc., and all funds obtained from the United States and/or its agencies for such Branch Library Building be deposited in the said special account; and that the President and/or Vice-President of Kanawha County Public Library be authorized to deposit in said special account from time to time from the funds of Kanawha County Public Library such additional sums as may be necessary to meet requirements of the Housing and Home Finance Agency; and to complete the erection of the said Branch Library Building; that disbursements from the said special account be made only by checks signed by two of the following three officials of Kanawha County Public Library, viz., the President, John V. Ray, the Library Director, Nicholas Winowich, the Authorized Representative, William J. Frink; and all invoices for materials, labor, services, and fees used in the construction of the St. Albans Branch Library Building and all other costs and expenses in connection therewith, be paid from the said special account.

"RESOLVED FURTHER, That the officers of Kanawha County Public Library be authorized and directed to take such steps, do such things and to require said Bank of St. Albans to furnish such depository bond or other indemnification as may be required by law, to protect said deposit."

and

WHEREAS, It is desired to nullify said action;

NOW, THEREFORE, BE IT RESOLVED, That the said resolution is hereby nullified, revoked and cancelled.

The minutes of the meeting held on January 8, 1963, as corrected, were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of January. Following discussion, the Director's report was accepted and ordered filed and he was authorized to publish parts of the report as he might deem desirable.

Approval of Bills. The Director submitted Book Bills List No. 68 and General Bills List No. 68 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Shonk, seconded by Mr. Hanson and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 67 duly certified and approved in accordance with the Bylaws, and on motion duly made by Mr. Shonk, seconded by Mr. Hanson and duly passed, it was ordered that the bills set out on the said list be paid.

St. Albans Branch Library. Mr. Frink announced that a concurrence had been received from the Housing and Home Finance Agency authorizing the signing of a general construction contract and moved that the following resolution be adopted:

RESOLVED, That John V. Ray, President, be and is hereby authorized to sign on behalf of Kanawha County Public Library the general construction contract on the St. Albans Branch Library Building HHFA Project No. APW-WVA-5G.

The motion was seconded by Dr. Riggleman, and, upon a vote being taken, was carried unanimously. The Director announced that a meeting will be held on Saturday, February 9, 1963, for the execution of the contract.

Mr. Frink then moved that the following resolution be adopted:

WHEREAS, The Kanawha County Public Library desires to increase its capital improvements budget account from the present amount of \$50,000.00 for the year 1962/1963 to \$156,750.00 for the same period, for the purpose of constructing a Branch Library Building in St. Albans requiring estimated disbursements of \$106,750.00 for this fiscal year; and,

WHEREAS, Kanawha County Public Library has accepted a grant-in-aid from the Housing and Home Finance Agency amounting to 50% of the cost of the project, and desires to receive, deposit, disburse and account for the proceeds of the said grant-in-aid in accordance with the regulations and instructions of the Housing and Home Finance Agency;

THEREFORE, BE IT RESOLVED, That

1. A new and additional budget account for the Kanawha County Public Library be established by the Kanawha County Public Library and submitted to the Board of Education of the County of Kanawha, its fiscal agency fixed by law,
2. The new budget account aforesaid be entitled "Construction Account - St. Albans Branch Library Building, HHFA Project No. APW-WVA-5G"
3. The amount of \$106,750.00 be established as the budgeted amount.
4. The said budgeted amount be made up from the following anticipated receipts:

a) St. Albans Public Library	\$ 40,000.00
b) Transfer from Kanawha County Public Library Capital Improvements Building Fund	15,000.00
c) Housing and Home Finance Agency (75% of the Grant-In-Aid)	<u>51,750.00</u>
Total	\$106,750.00

5. The budget of Kanawha County Public Library for 1963/1964 will reflect the balance of anticipated receipts and expenses for the entire project.
6. The Sheriff and Treasurer of the County of Kanawha be requested to establish a separate bank account titled "Construction Account - St. Albans Branch Library Building, HHFA Project No. APW-WVA-5G" with The Charleston National Bank of Charleston, W. Va., with bond and otherwise according to law, in which the funds for the said project will be deposited and from which the costs of the said project will be paid.

The motion was seconded by Dr. Riggleman, and, after consideration thereof, a vote was taken and the motion carried unanimously.

Mr. Frink then moved that the following resolution be adopted:

RESOLVED, That the Board of Education of the County of Kanawha be directed and authorized to draw an order and check in the amount of \$15,000.00 payable to the Sheriff and Treasurer of the County of Kanawha, to be by him deposited in The Charleston National Bank to the credit of the "Construction Account - St. Albans Branch Library Building, HHFA Project No. APW-WVA-5G", and to be charged to Capital Improvements Building Fund of the Kanawha County Public Library.

The motion was seconded by Mr. Thomas, and, upon a vote being taken, was carried unanimously.

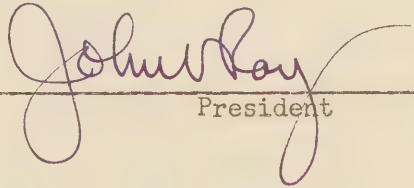
Mr. Frink then moved that the following resolution be adopted:

RESOLVED, That any two of the following three officials of Kanawha County Public Library, viz., the President, John V. Ray, the Authorized Representative, William J. Frink, the Library Director, Nicholas Winowich are hereby authorized to approve estimates of labor, materials and other costs of the construction of the St. Albans Branch Library Building and to authorize the Board of Education of the County of Kanawha to pay the same from the "Construction Account - St. Albans Branch Library Building, HHFA Project No. APW-WVA-5G", provided, however, that a list of all such payments made since its last meeting be reported to the Library Board at each regular meeting.

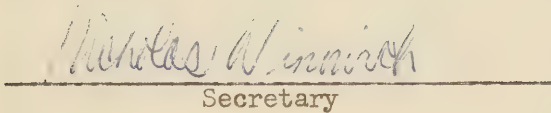
The motion was seconded by Dr. Riggleman, and, upon a vote being taken, was carried unanimously.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded, and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.



President



Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MARCH 12, 1963

The regular meeting of the Library Board of the Kanawha County Public Library was held on March 12, 1963 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mr. Chilton
Mr. Hanson
Mr. Lovenstein
Mr. Stone
Mr. Williamson

The President presided. The Secretary reported that a quorum was present. The minutes of the February 5, 1963 meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of February. Following a discussion of sidewalk repair and curb replacement, the report was accepted and ordered filed and the Director was authorized to publish parts of the report as he might deem desirable.

Reports of Committees.

Budget Committee. A meeting of the Budget Committee was held on March 11, 1963. Mr. Chilton, member of the Budget Committee, reported and submitted a proposed budget for the fiscal year 1963/1964. Following explanation of the document and discussion, it was moved by Mr. Chilton and seconded by Mr. Hanson, that the budget for 1963/1964 be adopted, and that a copy of the budget be attached to the minutes of this meeting. Motion passed.

Transmittal of Budget to the Board of Education of the County of Kanawha,
City of Charleston and County Court of Kanawha County. Mr. Chilton moved that
the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of
the budget of Kanawha County Public Library for
the fiscal year beginning July 1, 1963, which
has been approved and adopted by the Library
Board, be transmitted to the Board of Education
of the County of Kanawha by a proper letter
signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County
Public Library be authorized and directed, in
the said letter transmitting the budget to
request the Board of Education of the County of
Kanawha to lay a levy, in accordance with Section
5 of Chapter 148 of the Acts of West Virginia
Legislature, 1957, which will produce its proper
share of the total amount required to furnish
public library service, as shown in the said
budget; and,

RESOLVED FURTHER, That the officers of the Library Board
and the Director be authorized and directed to
sign such other papers, and to perform such acts,
as may be necessary to effect the proper laying of
the said levy by the Board of Education of the
County of Kanawha, authorized by the said statute,
in order to provide for the support, maintenance
and operation of Kanawha County Public Library.

The motion was seconded by Mr. Hanson, and upon a vote being taken the motion
carried unanimously.

Mr. Chilton moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of
the budget of Kanawha County Public Library for
the fiscal year beginning July 1, 1963, which
has been approved and adopted by the Library
Board, be transmitted to the Mayor and Council
of the City of Charleston by a proper letter
signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 148 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required to furnish public library service, as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the City of Charleston, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Hanson, and upon a vote being taken the motion carried unanimously.

Mr. Chilton moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1963, which has been approved and adopted by the Library Board, be transmitted to the County Court of Kanawha County by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the County Court of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 148 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required to furnish public library service, as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the County Court of Kanawha County, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Hanson, and upon a vote being taken the motion carried unanimously.

It was the committee's recommendation, also, that the annual report, which is prepared for wide distribution, be printed every fifth year and that a mimeographed annual report be issued in each of the intervening years. Following discussion, it was agreed that the suggestion should be studied, and, on motion, the Chairman appointed Mr. Chilton, Mr. Hanson, Mr. Lovenstein and Mr. Williamson, along with the Library Director, as a special committee for the purpose.

Approval of Bills. The Director submitted Book Bills List No. 69 and General Bills List No. 69 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Chilton, seconded by Mr. Hanson and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 68 duly certified and approved in accordance with the Bylaws, and on motion duly made by Mr. Chilton, seconded by Mr. Hanson and duly passed, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account. The Director submitted Construction Account - St. Albans Branch Library Building, HHFA Project No. APW-WVA-5G List No. 1 duly certified and approved, and on motion made by Mr. Chilton, seconded by Mr. Hanson, and duly passed, it was ordered that the bill set out on the said list be paid.

UNFINISHED BUSINESS

Capitol Street Federal Building. A progress report on the Capitol Street Federal Building was presented by the Director. Mr. H. A. Abersfeller, Regional Administrator, Region 3, General Services Administration, in his letter dated February 7, 1963, a copy of which was made available through Senator Robert C. Byrd, stated that "we have now completed a study as to the feasibility of retaining the above-mentioned building upon evacuation by the Federal Government and have determined that the building be declared excess to its needs." Additional correspondence was noted and reviewed; one perhaps which bears greater significance. Senator Byrd, in his letter to Mr. Dickinson dated February 22, 1963, stated, "I received numerous representations from individuals associated with the United States District concerning the Court's need for greater space. Consequently, I have asked the General Services Administration to re-survey the whole situation before proceeding with disposition of the building." The Director reported that Mr. Abersfeller was scheduled to visit Charleston on Friday, March 15, 1963. It was agreed that a meeting with Mr. Abersfeller be arranged.

St. Albans Branch Library. A progress report was presented by the Director. Very special books, inscribed by the President and Mrs. Kennedy, the Vice-President, Mrs. Johnson and their daughter Luci, and by Juan Bosch, the President of the Dominican Republic - gifts presented to the St. Albans Branch Library - were exhibited. In addition, photographs of the ground breaking ceremony were shown.

Kanawha County Public Library - Public Works Acceleration Act. Upon motion duly made, and seconded, the following resolution was adopted:

WHEREAS, Under the terms of said Public Law 345, as amended, the United States of America has authorized the making of grants to public bodies to aid in financing the construction of specific public projects:

NOW THEREFORE, BE IT RESOLVED BY the Board of Directors

1. That John V. Ray, president of applicant be and he is hereby authorized to execute and file an application on behalf of Kanawha County Public Library with the Housing and Home Finance Agency, United States Government, for a grant to aid in financing the construction of building enlargement, physical improvements and rehabilitation of top floor.
2. That Nicholas Winowich, Secretary of Board of Directors, be and he is hereby authorized and directed to furnish such information as the Housing and Home Finance Agency may reasonably request in connection with the application which is herein authorized to be filed.
3. That A. Guy Stone, an attorney at law of Charleston, West Virginia, is hereby authorized to furnish to the Housing and Home Finance Administration such legal information as it may require in connection with this application.

WHEREAS, Under the terms of Public Law 87-658, approved September 14, 1962, the United States of America has authorized the making of grants to aid in financing construction of specific public works projects, provided the proposed or planned total expenditures of the public body for its capital improvement projects is increased by an amount approximately equal to the non-Federal funds required to complete such public works projects:

NOW, THEREFORE, BE IT RESOLVED BY The Board of Directors of Kanawha County Public Library

1. That as of the date of filing of an application by Kanawha County Public Library (hereafter called Applicant) with the Housing and Home Finance Agency, United States Government, for a grant to aid in financing the construction of Kanawha County Public Library building enlargement, physical improvements and rehabilitation of the top floor the Applicant had

a capital improvements plan or capital improvement budget for the fiscal year or years during which construction of the proposed project is expected to occur; and that the total expenditure for capital improvements in said plan or budget was \$225,000 for the fiscal year ending 1962 and \$265,000 for the fiscal year ending 1963.

2. That, in the event the said Federal grant is approved by the United States of America, said capital improvements plan or capital budget will be /is hereby/ increased by \$50,000 for the fiscal year ending 1964 and \$50,000 for the fiscal year ending 1965 for a total increase of \$100,000 in the proposed or planned total expenditure for capital improvement projects (exclusive of Federal funds).

3. The said increase in the proposed or planned total expenditure for capital improvement projects is approximately equal to the non-Federal funds required to complete the public works project for which the application is to be submitted.

This resolution is adopted pursuant to the authority provided by Chapter 179 Acts of Legislature of West Virginia, Regular Session, 1957.

NEW BUSINESS

Sidewalk Repair. It was moved by Mr. Chilton, seconded by Mr. Stone that the Director be authorized to make immediately such repairs as are urgently required to the Library sidewalks facing Lee, Hale and Dickinson Streets, utilizing hot-tar or cold-patch material. Motion carried.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded, and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

Nichols, W. Winovich
Secretary

John Ray
President

BUDGET 1963/1964
KANAWHA COUNTY PUBLIC LIBRARY

EXPENDITURES

Salaries

Professional	\$ 84,450
Non-Professional	69,297
Substitutes	3,500
	<u>\$157,247</u>
Branch Library - See Schedule	\$ 12,640

Books

Books	\$ 55,550
Binding	6,000
Periodicals	3,100
	<u>\$ 64,650</u>
Branch Library - See Schedule	\$ 3,948

Other Expenses

Salaries - Building	\$ 13,560
Repairs and Maintenance	2,000
Utilities	8,275
Service Contracts	1,115
Building Supplies	900
Office and Library Supplies	6,650
Insurance	995
Vehicles - Repairs and Expense	2,130
Furniture and Equipment	826
Travel	1,175
Printing	1,000
Memberships	135
Contingencies	1,460
Social Security	5,225
Workmen's Compensation	210
	<u>\$ 45,656</u>
Branch Library - See Schedule	\$ 3,412

Total Operating Expenses - Main Library	\$267,553
Branch Library - See Schedule	20,000
Total	<u>\$287,553</u>

Capital Improvements

Building Fund	\$300,977
Construction Account - St. Albans Branch Library	
Building, HHFA Project No. APW-WVA-5G	<u>13,250</u>

TOTAL BUDGET OF EXPENDITURES	<u><u>\$601,780</u></u>
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SOURCE OF FUNDS

Balance on Deposit	\$250,977
Estimated Receipts	
Board of Education	129,683
County Court	129,683
City of Charleston	56,687
St. Albans	10,000
Construction Account - St. Albans Branch Library Building, HHFA Project No. APW-WVA-5G	13,250
Miscellaneous	<u>11,500</u>
TOTAL FUNDS	<u>\$601,780</u>

KANAWHA COUNTY PUBLIC LIBRARY

Salary Budget 1963/1964

<u>Position</u>	<u>Employee</u>	<u>Monthly Salary</u>	<u>Annual Salary</u>
Director	Nicholas Winowich	\$808.33	\$ 9,700
Chief, Boys and Girls Librarian	Wilma Brown	550.00	6,600
Chief, Catalog Librarian	Alice Gygas	537.50	6,450
Chief, Circulation Librarian	Ruth Figgatt	550.00	6,600
Chief, Reference Librarian	Frances Gerard	500.00	6,000
Chief, Extension Librarian	Frances Swope	575.00	6,900
Circulation Librarian	Margaret Hilliard	487.50	5,850
Circulation Librarian	Frances Dillinger	450.00	5,400
Circulation Librarian	Eleanor Keenan	412.50	4,950
Reference Librarian	Hazel Fisher	462.50	5,550
Extension Librarian	Helen Miller	450.00	5,400
Extension Librarian	Clara Hampton	425.00	5,100
Preparation & Binding Librarian	Robert F. Simmons	416.66	5,000
Boys and Girls Librarian	To be appointed	412.50	<u>4,950</u>
			\$84,450

Non-Professional Staff

Director's Secretary	Lorena Ammar	\$404.16	\$ 4,850
Special Clerk	Mae Thomas	283.33	3,400
Senior Clerk, Office	Barbara Steele	258.33	3,100
Senior Clerk, Extension	Laverta Spurlock	265.83	3,190
Junior Clerk, Extension	Gail Withrow	222.50	2,670
Junior Clerk, Extension	Janet Kay Hudnall	215.00	2,580
Junior Clerk, Extension	LaDonna Jones	230.00	2,760

<u>Position</u>	<u>Employee</u>	<u>Monthly Salary</u>	<u>Annual Salary</u>
Junior Clerk, Extension	Franca Martin	\$230.00	\$ 2,760
Junior Clerk, Catalog	Patricia Angel	215.00	2,580
Junior Clerk, Catalog	Patricia Horton	215.00	2,580
Junior Clerk, Catalog	Betty Sexton	245.00	2,940
Junior Clerk, Circulation	Sharon George	207.50	2,490
Junior Clerk, Circulation	Patricia Plant	215.00	2,580
Junior Clerk, Circulation	Iris Chapman	207.50	2,490
Junior Clerk, Circulation	Marjorie Lyda	207.50	2,490
Junior Clerk, Boys and Girls	Barbara Dery	215.00	2,580
Junior Clerk, Boys and Girls	Linda Poling	215.00	2,580
Junior Clerk, Boys and Girls	Kay Dent	207.50	2,490
Bookmobile Driver	Evan Hall	365.00	4,380
Messenger		90.00	1,080
Pages - 145 hrs. per week x 52 @ 85¢			6,409
Pages - 162 hrs. per week x 52 @ 75¢			<u>6,318</u>
			\$69,297

Substitutes

1 librarian equivalent to 2½ months (circulation)	\$ 1,050
1 librarian equivalent to 5 months (reference)	1,900
1 truck driver for dep. coll.	250
1 substitute bookmobile driver	<u>300</u>
	\$ 3,500

BooksBooks

Boys and Girls	\$10,000
Circulation	18,800
Extension	17,500
Reference	<u>7,500</u>

\$53,800

Phonograph Records

\$ 1,600

Binding

6,000

Periodicals

3,100

Postage150\$10,850

\$64,650

Salaries - Building

<u>Position</u>	<u>Employee</u>	<u>Monthly Salary</u>	<u>Annual Salary</u>
Building Superintendent	Charles B. Lander	\$380.00	\$ 4,560
Janitor	Robert Dawkins	275.00	3,300
Janitor	Fred Skiles	275.00	3,300
Janitor (part-time)	Moses Adams	141.66	1,700
Substitutes			<u>700</u>
			\$13,560

Repairs and Maintenance

General Repairs - repairing fixtures, painting, cleaning
improvements, etc.

\$2,000

Utilities

Electricity	\$3,800
Gas	1,500
Telephone	1,975
Sewerage	500
Water	<u>500</u>
	\$8,275

Service Contracts

Office machines	\$ 413
Fred Skiles - hauling trash	240
General Window Cleaning	312
Property Protection Company - recharging of fire extinguishers	30
Orkin Exterminating Company	<u>120</u>
	\$1,115

Building Supplies

Fluorescent tubes and incandescent lamps	\$300
Wax, steel buffing pads, brooms, mops, soap and other items	<u>600</u>
	\$900

Office and Library SuppliesOffice Supplies

Stencils, inks, pencils, paper, stationery, printed forms, and other supplies	\$1,600
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Library Supplies

Catalog cards, application cards, book pockets, book cards, mending supplies, identification cards, and other supplies	2,650
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Reading Clubs

Noble Order of Bookworms, Library Club of America, Vacation Reading Club	600
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Postage

Postal cards, stamped envelopes and stamps	<u>1,800</u>
	\$6,650

Insurance

	<u>Amount Insured</u>	<u>Premium</u>
Building	\$600,000	\$305
Exhibition	5,000	50
Public Liability - Building 300,000/1,000,000/25,000		205
Bookmobile - public liability and property damage 250,000/500,000/100,000		240
Truck - public liability and property damage 250,000/500,000/100,000		175
Fine Arts - Paintings		<u>20</u>
		\$995

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Vehicles - Repairs and Expense

Gasoline, oil and lubrication for bookmobile and truck	\$1,250
Washing bookmobile and truck	80
Bookmobile and truck - maintenance and repair	<u>800</u>
	\$2,130

Furniture and Equipment

Hines shelving	\$426
Remington Rand shelving	300
Phonograph records cabinet	<u>100</u>
	\$826

Travel

Director to attend American Library Association Midwinter Meeting	\$ 150
Director and two staff members to attend American Library Association Annual Summer meeting	600
Director and two staff members to attend Middle Atlantic Regional Library Conference	<u>425</u>
	\$1,175

Printing

Annual Reports - 1,000	\$ 300
Bookmobile - Fall-Winter schedules	200
Bookmobile - Summer schedules	200
Publications - (booklists, bookmarks, posters and informational literature)	<u>300</u>
	\$1,000

Membership

American Library Association	\$130
West Virginia Library Association	<u>5</u>
	\$135

Contingencies

Ads in library publications	\$ 25
Legal advertising	180
Audit	505
Refunds on lost books - paid	300
Refunds on deposits	50
Miscellaneous	<u>400</u>
	\$1,460

Social Security

Contribution on earnings up to \$4,800 @ 3 5/8%

\$5,225

Workmen's Compensation

Amount based on Class P-7 (all employees except building staff and bookmobile driver) at 10¢ per \$100.00	\$151
Amount based on Class K-4 (building staff, bookmobile and truck driver) at 30¢ per \$100.00	<u>59</u>
	\$210

ST. ALBANS BRANCH LIBRARY
Budget 1963/1964

Salaries

Professional

1 Head Branch Librarian (L.S. degree) \$ 5,700.00

Non-Professional

1 Special Clerk	\$3,040.00	
1 Junior Clerk	2,490.00	
1 Page @ 15 hrs. per week @ 75¢	<u>585.00</u>	6,115.00

Substitute

1 Librarian		<u>825.00</u>
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Total Salaries \$12,640.00

Books

Books	\$3,321.00
Binding	250.00
Periodicals	<u>377.00</u>

Total Books \$ 3,948.00

Other Expenses

Salaries - Building (1 part-time janitor)	\$1,675.00	
Utilities	856.00	
Service Contracts	50.00	
Building Supplies	50.00	
Office Supplies	109.00	
Insurance	150.00	
Contingencies	25.00	
Social Security	480.00	
Workmen's Compensation	<u>17.00</u>	<u>3,412.00</u>

Total Budget \$20,000.00

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

APRIL 2, 1963

The regular meeting of the Library Board of the Kanawha County Public Library was held on April 2, 1963 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Hanson
Mrs. Anderson
Mr. Frink
Mr. Hopkins
Mr. Stone

In the absence of the President, Mr. Hanson presided. The Secretary reported that a quorum was present. The minutes of the March 12, 1963 meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of March. There were additional comments by the Director on such topics as: comparisons of public library service in West Virginia, increased use of the Library's materials and facilities, and the regular, Sunday-paper appearance of "New Books At Library" in the Gazette-Mail. The Director's report was accepted and ordered filed and he was authorized to publish parts of the report as he might deem desirable.

Reports of Committees. There were no committee reports.

Approval of Bills. The Director submitted Book Bills List No. 70 and General Bills List No. 70 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Stone, seconded by Mr. Frink, and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 69 duly certified and approved in accordance with the Bylaws, and on motion duly made by Mr. Stone, seconded by Mr. Frink, and duly passed, it was ordered that the bills set out on the said list be paid.

UNFINISHED BUSINESS

Capitol Street Federal Building. Mr. Hanson reported that a meeting was held on March 15, 1963 in the Library Board Room with Mr. H. A. Abersfeller, Regional Administrator, Region 3, General Services Administration. Attending were: Mr. James Taylor, GSA Representative in Charleston, Mr. C. E. Oxley, GSA Buildings Manager in Charleston, Mr. A. W. Innamorati of Mr. Abersfeller's staff, Mr. Ray, Mr. Shonk, Mr. Hanson and Mr. Winowich. Following discussion and assurance that the Kanawha County Public Library's application and supporting data were proper and sufficient, Mr. Abersfeller said that a final report on the disposition of the Capitol Street Federal Building would take place in about 60 days.

St. Albans Branch Library. Mr. Frink reported that the contractor has begun work at the site on April 1, 1963. The old building, he said, has been vacated and the library is now occupying rent-free quarters and temporarily operating from the Armory located at Third Street and Sixth Avenue. Following meetings held with the HHFA Field Engineer, Mr. Frink said that it was necessary to recommend four additional project items costing a total of \$7,476.00. These are as follows:

1. Landscaping and improvement of site.
2. Installation of flagpole.
3. Installation of a suitably inscribed plaque.
4. Installation of interior shelving since its status has been changed from movable shelving to permanently fixed shelving.

It was moved by Mr. Frink, seconded by Mr. Stone, that the four items of additional work costing \$7,476.00 be added to the base bid amount of \$99,716.00. Motion carried. A drawing of the planting and paving plan and a drawing of the furniture and equipment plan were exhibited and discussed. It was announced by Mr. Frink that the Housing and Home Finance Agency found it necessary, since construction costs, based on bids, were less than anticipated, to revise the amount of the government's grant-in-aid from \$69,000.00 to \$59,500.00.

NEW BUSINESS

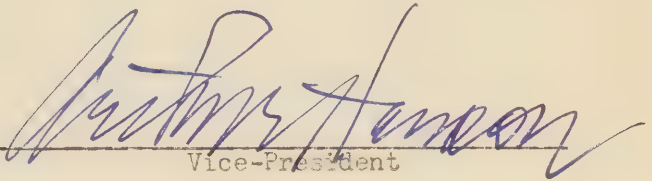
Library Board Memberships. Since the membership terms of Messrs. Shonk, Frink and Hanson expire on June 30, 1963, the Vice-President appointed a Library Board Membership Committee consisting of Mr. Hopkins, Mrs. Anderson, and Mr. Stone, Chairman, to consider and recommend nominations for the Library Board of Directors. The committee was asked to make its report at the May meeting.

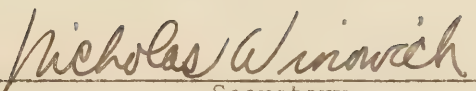
Budget - Unexpended Salaries. It was moved by Mr. Hopkins, seconded by Mr. Frink, and unanimously

RESOLVED, That the unexpended balance in the salaries account, which is the result of unfilled positions on the library staff, be spent for books and other operating expenses approved by the Director.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded, and carried, all the changes were ratified, approved, and confirmed.

There being no further business, the meeting on motion adjourned.


Vice-President


Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MAY 7, 1963

The regular meeting of the Library Board of the Kanawha County Public Library was held on May 7, 1963 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Anderson
Mrs. Brown
Mr. Dickinson
Mr. Hanson
Mr. Hopkins
Mr. Lovenstein
Dr. Riggleman

The President presided. The Secretary reported that a quorum was present. The minutes of the April 2, 1963 meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of April. Additional comments were made on the winter's damage to shrubbery surrounding the library building, the research function performed by the Director, and other members of the staff, whenever a patron asks for a determination of value on rare and/or old books he or she may own; and a recent exhibit from the Library's collection of West Virginia materials contributed substantially to the recognition and appreciation of the Library as a proper repository of local history materials. It was suggested that consideration be given to the purchase of other books, inasmuch as so few of the West Virginiana materials are available. The Director's report was accepted and ordered filed and he was authorized to publish parts of the report as he might deem desirable.

Library Board Memberships. It was moved by Mr. Hopkins and seconded by Mrs. Anderson, that (i) Mr. W. J. Frink, for a term of six (6) years beginning July 1, 1963, (ii) Mr. Arthur Hanson, for a term of six (6) years beginning July 1, 1963, (iii) Mr. Donald C. Shonk, for a term of six (6) years beginning July 1, 1963, be nominated to the Library Board. The motion passed. The Director was instructed to report the said nominations to the Board of Education of the County of Kanawha with the request that the said nominees be duly elected.

Approval of Bills. The Director submitted Book Bills List No. 71 and General Bills List No. 71 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Hanson, seconded by Dr. Riggleman, and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 70 duly certified and approved in accordance with the Bylaws, and on motion duly made by Mr. Hanson, seconded by Dr. Riggleman, and duly passed, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account. The Director submitted Construction Account - St. Albans Branch Library Building, HHFA Project No. APW-WVA-5G List No. 2 duly certified and approved, and on motion made by Mr. Hanson, seconded by Dr. Riggleman, and duly passed, it was ordered that the bill set out on the said list be paid.

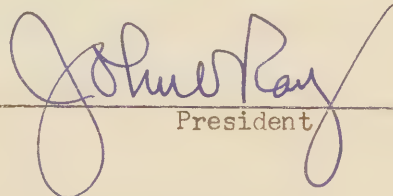
UNFINISHED BUSINESS

Capitol Street Federal Building. A progress report was presented by Mr. Ray. Senator Byrd, in a recent telegram, advised that General Services Administration had announced that the U. S. intends to dispose of the Capitol Street Federal Building. Mr. Ray stated that he had visited the Region III office of the Department of Health, Education and Welfare, in Charlottesville, Virginia, and talked with Mr. Baxter and Mr. Rodgers. Mr. Ray was informed at Charlottesville that a new application, supported by additional data, should be filed by the Library. The President reviewed the several stages which will be followed by the U. S. government in disposing of the property. There followed considerable discussion. The Director was instructed to assemble the data needed for a new application.

NEW BUSINESS

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.



President



Secretary

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JUNE 4, 1963

The regular meeting of the Library Board of the Kanawha County Public Library was held on June 4, 1963 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Hanson
Mr. Frink
Mr. Hopkins
Mr. Lovenstein
Mr. Shonk
Mr. Stone

In the absence of the President, Mr. Hanson presided. The Secretary reported that a quorum was present. The minutes of the May 7, 1963 meeting were approved.

Academic Honors. Mr. Hanson said that distinguished academic honors were conferred upon two members of the Library Board of Directors at recently held commencement exercises. The degree of Doctor of Letters was awarded to Mr. L. K. Lovenstein by West Virginia Institute of Technology, and to Mr. J. D. Maurice by Marshall University. He extended congratulations on behalf of the Library Board of Directors of the Kanawha County Public Library.

Correspondence. The Director read a letter from Mrs. Lee M. Kenna, President, Children's Museum. Mrs. Kenna officially expressed and extended thanks and appreciation to the Library

Board of Directors for permitting the Children's Museum to occupy rent-free quarters in the library building for fourteen years.

It was regularly moved, seconded and carried that the following resolution of the West Virginia Library Association be spread upon the minutes of this meeting:

WHEREAS, One of the objectives of the West Virginia Library Association is to promote library service and librarianship in West Virginia; and

WHEREAS, Mr. William J. Frink has done much in obtaining a grant-in-aid for a new building through the Federal government's Public Works Acceleration Act; and

WHEREAS, St. Albans was the first in the nation to receive such funds for a public library building; therefore be it

RESOLVED, That the West Virginia Library Association, at its annual conference, at Huntington, West Virginia, in convention assembled, on this Nineteenth day of April, 1963, by unanimous acclaim, does hereby congratulate and commend the St. Albans Library Board and especially Mr. William J. Frink, chairman of the Board, for their work in obtaining these funds; and be it

RESOLVED, That copies of this resolution be sent to the St. Albans Library Board, Kanawha County Public Library Board and to Mr. William J. Frink.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of May. Following discussion of book circulation and the retirements of Miss Fisher and Mr. Lander, the Director's report was accepted and ordered filed and he was authorized to publish parts of the report as he might deem desirable.

Reports of Committees. There were no committee reports.

Approval of Bills. The Director submitted Book Bills List No. 72 and General Bills List No. 72 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Hopkins, seconded by Mr. Frink, and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 71 duly certified and approved in accordance with the Bylaws, and on motion duly made by Mr. Hopkins, seconded by Mr. Frink, and duly passed, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account. The Director submitted Construction Account - St. Albans Branch Library Building, HHFA Project No. APW-WVA-5G List No. 3 duly certified and approved, and on motion made by Mr. Hopkins, seconded by Mr. Frink, and duly passed, it was ordered that the bill set out on the said list be paid.

UNFINISHED BUSINESS

St. Albans Branch Library. Mr. Frink reported that the construction of the branch library was progressing satisfactorily. He indicated that the walls were in place and that the roof was being installed. Mr. Frink reported that an OFFER TO AMEND GRANT AGREEMENT, Project No. APW-WVA-5G and Contract No. H-202-863 was received from Mr. Cornelius J. Daly, Regional Director of Community Facilities Administration. Mr. Stone explained that this amendment reduces the amount of the original grant-in-aid from \$69,000.00 to \$59,500.00. This reduction was necessary because of the unanticipated low bid on the construction project. Following discussion, Mr. Stone moved that the following resolution be adopted:

WHEREAS, The Housing and Home Finance Agency (the "Government") and Kanawha County Public Library (the "Applicant") have entered into a Grant Agreement, dated December 6, 1962, for Project No. APW-WVA-5G; and

WHEREAS, The Government has transmitted to the Applicant for acceptance an Offer to Amend Grant Agreement, dated May 25, 1963, with respect to the said Project; and

WHEREAS, The said Offer has been fully considered in accordance with all pertinent rules of procedure and legal requirements, and made a part of the Applicant's public records; and

WHEREAS, It is deemed advisable and in the public interest that said Offer be accepted;

NOW, THEREFORE, Be it Resolved by the governing body of the Applicant that the said Offer, a true and correct copy of which is hereto attached, be and the same hereby is accepted without reservation or qualification, and the Applicant agrees to comply with the provisions thereof.

The motion was seconded by Mr. Hopkins, and, upon a vote being taken, was carried unanimously.

Mr. Stone moved that the following resolution be adopted:

WHEREAS, Under the terms of Public Law 87-658, approved September 14, 1962, the United States of America has authorized the making of grants to aid in financing construction of specific public works projects, provided the proposed or planned total expenditure of the public body for its capital improvement projects is increased by an amount approximately equal to the non-Federal funds required to complete such public works projects:

NOW, THEREFORE, Be it Resolved by the Board of Directors of the Kanawha County Public Library as follows:

1. That as of the date of filing of an application by Kanawha County Public Library (the "Applicant") with the Housing and Home Finance Agency for a grant to aid in financing the construction of the public works designated as Project No. APW-WVA-5G (the "Project"), the Applicant had a capital improvements program or capital expenditures budget for the fiscal year or years during which construction of the said Project is expected to occur; and that the total expenditure for capital improvements in said plan or budget was:

\$ None for the fiscal year ending 6/30/63 and \$ None for the fiscal year ending 6/30/64;

2. That since a Federal grant has been approved for the said Project, said capital improvements plan or capital budget is hereby increased by:

\$30,000 for the fiscal year ending 6/30/63 and \$29,500 for the fiscal year ending 6/30/64 for a total increase of \$59,500 in the proposed or planned total expenditure for capital improvement projects (exclusive of Federal funds); and

3. That said increase in the proposed or planned total expenditure for capital improvement projects is approximately equal to the non-Federal funds required to complete the said Project.

This resolution is adopted pursuant to the authority provided by Chapter 178, Acts of Legislature of West Virginia, Regular Session, 1957.

This resolution supersedes Resolution No. ____ providing for increase in planned total expenditure for capital improvement projects adopted October 9, 1962, which was furnished with the aforesaid application for a grant.

The motion was seconded by Mr. Hopkins, and, upon a vote being taken, was carried unanimously.

HOUSING AND HOME FINANCE AGENCY
COMMUNITY FACILITIES ADMINISTRATION

ACCELERATED PUBLIC WORKS PROGRAM

Project No. APW-WVA-5G

KANAWHA COUNTY PUBLIC LIBRARY
Name of Applicant

Contract No. H-202-863

Amendment No. 1

OFFER TO AMEND GRANT AGREEMENT

The Housing and Home Finance Agency (the "Government") hereby offers to amend the Grant Agreement, dated December 6, 1962, between the Government and Kanawha County Public Library (the "Applicant") for the above designated Project, as follows:

1. The estimated total Project Costs of the said Project having been revised to \$119,000, the amount of the grant shall be reduced to \$59,500 or 50 percent of the revised Eligible Project Costs, whichever is the lesser; Provided, that in the event the actual Eligible Project Costs, as determined by the Government upon completion, is less than \$119,000, the amount of the grant shall be reduced so that the grant amount shall not exceed the above percentage of the actual Eligible Project Costs.

2. Simultaneously with the acceptance of this Offer, the governing body of the Applicant shall adopt a new capital improvements increase resolution which shall supersede the resolution which was previously adopted by the governing body and furnished with the grant application for the Project. The said superseding resolution shall provide that the increase in the proposed or planned total expenditure by the Applicant for its capital improvements during the fiscal year(s) in which the Project is being constructed shall be approximately \$59,500, which is the amount of the non-Federal funds required to complete the Project on the basis of the revised estimated total Project Costs specified in section 1 hereof.

Upon acceptance of this Offer, the said Grant Agreement shall be considered amended as herein provided. The said Grant Agreement shall otherwise remain unaltered.

This Offer must be accepted by June 30, 1963.

Housing and Home Finance Agency
Community Facilities Administration

By _____

Regional Director of
Community Facilities

Date May 25, 1963

NEW BUSINESS

Nominating Committee. Mr. Hopkins moved, Mr. Frink seconded, that Mr. Lovenstein be appointed chairman with Mrs. Anderson and Mr. Shonk as members of a committee to make nomination for officers for the coming year. The motion passed.

State Sinking Fund Commission. It was moved by Mr. Frink, seconded by Mr. Shonk, that a sum of fifty thousand dollars (\$50,000) of the capital improvements - building money be invested with the State Sinking Fund Commission deposited to the account of the Kamawha County Public Library. Motion carried.

West Virginia Day. It was agreed that the Library should be closed all day in observance of West Virginia's Centennial.

Position Vacancy. The Director reported that a vacancy will exist in the Reference Department due to the resignation of Miss Hazel Fisher, Reference Librarian Assistant. He presented the application of Miss June R. Martin and reported on her educational background and personal qualifications. The Director recommended that she be appointed.

It was moved by Mr. Lovenstein, seconded by Mr. Frink, and unanimously

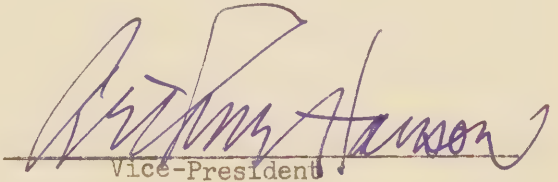
RESOLVED, That Miss June R. Martin be
appointed Reference Librarian
Assistant effective July 1, 1963,
at an annual salary of \$4,950.

Centennial Building Decoration. The Director reported that a representative of Showmasters, Inc., of Indianapolis, Indiana, had

approached him about decorating the Library's exterior facing Lee Street with an appropriate arrangement of flags and bunting. The decorations would remain in position until shortly after June 20 when they would be removed. The project cost was reduced from \$100.00 to \$40.00. Following discussion, it was moved by Mr. Hopkins, and seconded by Mr. Shonk, that the Director be authorized to arrange for the centennial decorations if management of surrounding buildings planned to use similar decorations. Motion carried.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.


Vice-President


Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JULY 5, 1963

The Annual Meeting of the Library Board of the Kanawha County Public Library was held on July 5, 1963 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Brown
Mr. Dickinson
Mr. Frink
Mr. Hanson
Mr. Hopkins
Mr. Lovenstein
Mr. Stone

The President presided. The Secretary reported that a quorum was present. The minutes of the June 4, 1963 meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of June. Additional comments were made on such subjects as the circulation of books which, for the first time, reached the one million mark (1,090,710); the phonograph record collection, its use and importance to the total library program; the routine of scheduling bookmobile stops; and the operation and service rendered through the bookmobile. The Director's report was accepted and ordered filed and he was authorized to publish parts of the report as he might deem desirable.

Director's Annual Report. The Director presented highlights from the Annual Report for the fiscal year ending June 30, 1963. Following discussion, it was regularly moved, seconded and carried, that the oral report, as presented, be accepted; that a copy of the report be sent to each member of

the Library Board; and that the report, upon being approved by the Book Committee, be published as a document of the Kanawha County Public Library and distributed by the Director.

Approval of Bills. The Director submitted Book Bills List No. 73 and General Bills List No. 73 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Hopkins, seconded by Mr. Frink, and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 72 duly certified and approved in accordance with the Bylaws, and on motion duly made by Mr. Hopkins, seconded by Mr. Frink, and duly passed, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account. The Director submitted Construction Account - St. Albans Branch Library Building, HHFA Project No. APW-WVA-5G List No. 4 duly certified and approved, and on motion made by Mr. Hopkins, seconded by Mr. Frink, and duly passed, it was ordered that the bill set out on the said list be paid.

UNFINISHED BUSINESS

J. Russell Bailey. The Director submitted a bill in the amount of \$2,753.85 from Mr. J. Russell Bailey, A. I. A., of Orange, Virginia, for professional services rendered on the library's application for a grant-in-aid under the Public Works Acceleration Act. On motion by Mr. Stone, seconded by Mr. Frink, and duly passed, it was ordered that the bill be paid and that the said bill be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

NEW BUSINESS

Capitol Street Federal Building. The President reported that the Kanawha County Public Library should submit a new application for the acquisition of the U. S. Courthouse (Old) - referred to in previous minutes as the Capitol Street Federal Building. After discussion, on motion of Mr. Stone, seconded by Mr. Lovenstein, the following resolution was unanimously adopted:

WHEREAS, Certain real property owned by the United States, located in the County of Kanawha, State of West Virginia, is surplus to the needs of the Federal government and is subject to assignment for disposal for educational or public health purposes by the Secretary of Health, Education, and Welfare, under the provisions of Section 203(k)(1) of the Federal Property and Administrative Services Act of 1949 (63 Stat. 377), as amended, and rules and regulations promulgated pursuant thereto, more particularly described as follows:

A lot fronting 122.75 feet on the west side of Capitol Street, 118.9 feet on the east side of Summers Street and 232 feet on the south side of Quarrier Street, in the City of Charleston, together with the 3 story stone building and other improvements thereon and the appurtenances thereunto belonging.

WHEREAS, Kanawha County Public Library, needs and can utilize said property for educational purposes in accordance with the requirements of said Act and the rules and regulations promulgated thereunder;

NOW, THEREFORE, BE IT RESOLVED, as follows:

- (a) That Kanawha County Public Library make application to the Secretary of Health, Education, and Welfare for and secure the transfer to it of the above-mentioned property for said use upon and subject to such exceptions, reservations, terms, covenants, agreements, conditions, and restrictions as the Secretary of Health, Education, and Welfare, or his authorized representative, may require in connection with

the disposal of said property under said Act and the rules and regulations issued pursuant thereto;

- (b) That John V. Ray, President of Kanawha County Public Library, is hereby designated as its authorized representative in all matters pertaining to the transfer of the said property;
- (c) That the said application be made for acquisition of the said property under the provisions of Section 203(k)(1) of the Federal Property and Administrative Services Act of 1949, (63 Stat. 377), as amended, and regulations and procedures promulgated thereunder;
- (d) That Kanawha County Public Library do certify that it is willing and authorized to pay the external administrative expenses incident to the transfer, including charges that may be made by the State Agencies for Surplus Property having cooperative agreements authorizing such charges.
- (e) That Kanawha County Public Library do certify that it is authorized, willing, and in a position to assume immediate care and maintenance of the said property; and

BE IT FURTHER RESOLVED, That John V. Ray, the President of Kanawha County Public Library, be and he is hereby authorized, for and on its behalf to do and perform and/or cause to be done and performed any and all acts and things which may be necessary to carry out the foregoing resolution, including the preparing, making, and filing of plans, applications, reports, and other documents, the execution, acceptance, delivery, and recordation of agreements, deeds, and other instruments pertaining to the transfer of said property, and the payment of any and all sums necessary on account of the purchase price thereof or on account of fees or costs incurred in connection with the transfer of said property for surveys, title searches, appraisals, recordation of instruments, or escrow costs.

Election of Officers. Mr. Lovenstein, Chairman of the Nominating Committee, reported the recommendation of the Committee as being that Mr. Ray, Mr. Hanson, and Mr. Winowich be nominated as President, Vice-President and Secretary/

Treasurer of the Library Board, respectively, for a term of one year ending June 30, 1964. There were no other nominations and an election being held, the said nominees were elected.

American Library Association's Annual Conference. The Director stated that the Conference this year would be held in Chicago, Illinois, from July 14-20, 1963. Two staff members had expressed a desire to attend. Upon motion duly made and seconded, it was unanimously

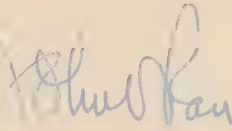
RESOLVED, That the expenses for the Director and an allowance of \$150.00 each for two staff members be paid for attendance at the American Library Association Annual Conference, July 14-20, 1963.

Correspondence. The Director read a letter addressed to Mr. John V. Ray and sent by C. E. Silling and Associates. It was moved by Mr. Stone, seconded by Mr. Frink and carried, that the letter, having been received and read, be filed and, at the proper time, that it be given consideration.

St. Albans Branch Library. Mr. Frink reports that the building project is now 50% complete and is progressing satisfactorily despite some difficulty with the duct work and cold-air return which is estimated to cost an additional \$636.00. He said that a second requisition for federal funds embodying a request for \$27,375.00 has been submitted.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.



President



Secretary

ANNUAL REPORT
KANAWHA COUNTY PUBLIC LIBRARY
1962/1963

CHARLESTON, WEST VIRGINIA

KANAWHA COUNTY PUBLIC LIBRARY

BOARD OF DIRECTORS

John V. Ray, President
Arthur Hanson, Vice President

Margaret Anderson
Hester Brown
W. E. Chilton, III
C. C. Dickinson
Neil Elphick
William J. Frink
Charles T. Hopkins
Sydney M. Kleeman

L. K. Lovenstein
John D. Maurice
Leonard Riggleman
Donald C. Shonk
A. Guy Stone
L. Newton Thomas
Charles A. Williamson
John A. Young

Nicholas Winowich, Library Director and Secretary of the Board

LIBRARY STAFF

Professional

Wilma Brown
Frances Dillinger
Ruth E. Figgatt
Hazel Fisher
Frances Gerard
Alice Gyax

Clara Hampton
Margaret Hilliard
Eleanor Keenan
Helen Miller
Robert F. Simmons
Frances A. Swope

Non-Professional

Lorena Ammar
Patricia Angel
Floyd Bowen
Iris Chapman
Kay Dent
Barbara Dery
Sharon George
Patricia Horton
Janet Hudnall

LaDonna Jones
Marjorie Lyda
Franca Martin
Patricia Plant
Linda Poling
Betty Sexton
Barbara Steele
Ninnetta Mae Thomas
Gail Withrow

Building Staff

Charles B. Lander, Building Superintendent
Robert Lee Dawkins
Fred Skiles

26 Additional Part-Time Staff Members

ANNUAL REPORT 1962/1963

To the Library Board of the Kanawha County Public Library -

The Director's annual report for the period July 1, 1962, to June 30, 1963, is herewith submitted:

MILLION PLUS

Following the pattern of recent years, the Kanawha County Public Library experienced continued growth in the use of its materials and accelerated patron use of its facilities. FOR THE FIRST TIME IN THE HISTORY OF THE LIBRARY circulation of library materials exceeded the one million mark. Library users borrowed 1,090,710 books, an increase of 114,518 (12%) over the previous year when 976,192 volumes were circulated. This goal was reached because of the influence of the following factors: the availability of library materials in quantity as well as in quality made possible by a generous appropriation and expenditure for books; the emphasis on educational and informational needs clearly demonstrated by the appearance of large numbers of school, college and adult education students; the resurgence of interest in literature particularly among adults who had formerly visited or used the library frequently; and a renewal of interest in culture as evidenced by the fact that there was a greater reading demand for drama (possibly created by the influence of Kanawha Players) and in music (an appreciation developed by the Charleston Symphony Orchestra and the Charleston Chamber Music Society);

Registered borrowers at the close of the year numbered 45,773 - an increase of 1,893 over 1962. Also of interest are the following:

Box Score Of Acquisition1962/1963

18,111 Books
 442 Magazines
 37 Newspapers
 16 Of which are West Virginia dailies
 419 Phonograph record albums
 1,625 Pamphlets
 1,727 Pictures

At the end of the year, June 30, 1963, the total of 18,111 books, acquired during the year, were processed and added to the collection which numbered 225,529 volumes.

BOYS AND GIRLS DEPARTMENT

There was more of everything in the Children's Room during the past year; more library users, more students of children's literature, more teachers' sets for schools, more students asking for places to sit for study, more boys and girls asking for a chance to do volunteer work, and more children visiting the department as a regular educational activity to see the library and meet the librarian. Children, in organized class groups, came to the library to learn basic library skills and to browse among the books. After school, on Saturdays and during some vacation periods, they came for personal reading and homework assignments. Boys and girls enjoy the story hours, puppet shows, special activities and reading clubs. The latter, for example, was related to the West Virginia Centennial.

A new radio program was begun in December on radio station WTIP each Sunday afternoon at 1:00 p.m. Miss Wilma Brown "tapes" the program on the Friday preceding the broadcast. She discusses children's books and library services. Afterwards, she introduces an exciting feature which has been well received. Miss

Brown has, as her special guest, a child, who presents in his own words, a brief book review.

REFERENCE DEPARTMENT

The reference department, one of many throughout the country, participated in a survey conducted by the University of Michigan's School of Library Science, the purpose of which was to evaluate a group of reference works. We have noted, by comparison, that a suggested bibliography presented as a guide and check list of recommended materials was, for the most part, already in the book collection. The few which were not reflected in our holdings were titles of significance to college/university and special libraries.

ST. ALBANS BRANCH LIBRARY

The need for a public library in St. Albans became apparent to local residents a little more than a decade ago when an expanding population soon turned the area into one of the fastest growing communities in West Virginia. The move to acquire a library facility began as a grass roots movement. Exercising leadership, enthusiasm and determination, the American Association of University Women, together with other cooperating organizations, began a project which was successful only because of the willingness and desire of people to translate time, energy and talent into the reality of site, building and furnishings.

In 1952, through the coalition of civic, social and fraternal organizations, the St. Albans Library Board was established. Immediately, the Library Board began pursuit of its goal - to establish a library in St. Albans. Later the same year, the St. Albans Library Board acquired a two-story frame building, initiated a working relationship with the Kanawha County Public Library and found itself in the business of operating a library. With the Kanawha County Public Library providing order/cataloging/processing service/professional librarian consultation and the use of thousands of books on extended loan, the St. Albans

Library Board began looking for operating funds and planning for the day when a new building could be erected.

To raise the necessary money for operating funds the Library Board undertook the sponsorship of an annual St. Albans Town Fair. This endeavor, with more than 50 local organizations working together, helped to provide much of the operating income. The first fair was held in August, 1953, and raised \$1,321.06. Each year since then the St. Albans Town Fair has attracted thousands of visitors, and as the library's needs have grown, so have the proceeds. The Library Board also approached the city government seeking financial support. The city agreed to provide a portion of the library's income. These major means of revenue, coupled with miscellaneous gifts, sustained the library.

Efforts to raise money for a new building were centered in two building fund drives. With hopes of receiving large gifts almost nil, the Library Board suggested a public solicitation campaign and found that the community was willing to support the project. In time, some money was secured, raised mostly through small pledges. This measure provided funds for the purchase of a temporary library building and site, as well as two adjoining lots and homes. Encouraged by the response, the Library Board began making plans for a new, attractive, air-conditioned and modern building planned so that a second floor could easily be added when the need for expansion arose.

In October, 1962, the Kanawha County Public Library under the provisions of the enacted Public Works Acceleration Act submitted an application for a grant-in-aid. The grant-in-aid was approved, thus making the St. Albans Branch of the Kanawha County Public Library the first library in the country to receive a Federal grant under the program. The contract for construction of the library building was awarded to Earl T. Browder, Inc., of St. Albans, for \$99,716.00.



On March 1, 1963, ground was broken by Mrs. Lyndon B. Johnson, wife of the Vice President of the United States, who was also kind enough to present certain autographed and inscribed books to the St. Albans Branch. Governor and Mrs. W. W. Barron, Senator Robert Byrd and many other dignitaries were present.



Construction was begun on April 1, 1963. The old building has been vacated and the library is occupying rent-free quarters and temporarily operating from the Armory located at Third Street and Sixth Avenue.

The new branch library will open its doors to the public about the first of December. It will be open five days a week: Monday, Tuesday, Thursday and Friday from 12:00 p.m. to 9:00 p.m. and on Saturdays from 9:00 a.m. to 6:00 p.m. The branch will be closed on Wednesday and Sunday.

At least five thousand volumes will be added to the book collection of the new branch. Many of these are new titles, including a well-rounded reference collection. These additions are varied enough to appeal to all age groups and to the many different interests of the members of the community.

The staff includes three full-time members, one a professionally-trained librarian, a part-time page and a part-time janitor. A children's story hour, a book discussion group and other special features are being planned. The new library will have specially-designed exhibit areas which will be used to present arrangements of general interest.

U. S. COURTHOUSE BUILDING

The Kanawha County Public Library in 1958, acting upon information which it had received, submitted an application of acquisition for the U. S. Courthouse Building located on Capitol, Quarrier and Summer Streets in downtown Charleston, West Virginia. Since the building was fully utilized and was not excess to the needs of the Federal Government, the Library Board of Directors awaited the time when the building would be declared surplus.

Enlarged quarters are necessary if Kanawha County Public Library is to meet the demands of present and future library patrons. Repairs to the present building will not solve space needs. After extensive changes in the present building, library facilities will continue to be inadequate in the face of increased use by the citizens of the county. The lack of suitable and sufficient space to accommodate materials, patrons, staff, furniture and equipment impedes the growth and development of the Kanawha County Public Library.

The U. S. Courthouse Building can be readily remodeled so as to provide excellent quarters for a modern public library. It is in good condition; it can, without difficulty, be altered to make a very satisfactory public library and it is excellently located amidst an area heavily traveled by pedestrians.

If the U. S. Courthouse Building can be secured, it will give Kanawha County Public Library an opportunity to function more effectively as the main library building for public library service to the citizens of Charleston, South Charleston, St. Albans, Dunbar, Nitro, Belle and other incorporated and unincorporated areas of the county; in administering, promoting and extending library services throughout Kanawha County; in collecting, organizing and making materials available to library patrons in Kanawha County; as a respository of library materials; and as the headquarters of a countywide system of branch libraries.

1863 CENTENNIAL 1963

Miss Pearl Buck, during her visit to Charleston on the occasion of the Centennial Dinner held on June 6, 1963, in her honor, graciously consented to autograph copies of her books for the library. A total of thirteen books were signed and placed in a collection supplementing the library's special and fine editions collection. It is interesting to note that prior to and during Miss Buck's visit to Charleston, the library arranged an exhibit of her books to introduce and/or renew readership interest in her writings. This was one of the very few times that any one author's works were signally highlighted. The acceptance of the display was so overwhelming that the designated shelves had so little to show that it therefore became necessary to take reserves.

STAFF

Miss Jane Brugger who served as librarian assistant in the Catalog Department from November 1, 1946, through July 31, 1949, and as Chief of the Department

since August 1, resigned effective August 31, 1962, to accept a position as Chief Cataloger at Marshall University.

Miss Ruby Hazel Fisher who was employed in the Circulation Department during the period February, 1945, through June, 1951, and also as a librarian assistant in the Reference Department since July 1, 1958, resigned effective June 30, 1963. Miss Fisher retired to the family home in Glenville where it is expected she will relax while making preparations for doing many of the things left undone, including travel.

Mr. Charles B. Lander, Building Superintendent since June, 1952, resigned effective June 30, 1963, to devote more time to leisure and travel. Despite his 74 years, Mr. Lander is an active man who could out-perform persons much younger than he. The credit for keeping the building and grounds neat, clean and attractive is due in a very large measure to his interest, energy and supervision.

Mrs. Alice Gygax, librarian assistant in the adult Circulation Department since June, 1960, and a graduate of Columbia University School of Library Science, was promoted to the position of Chief Catalog Librarian effective September 1, 1962.

Mrs. Eleanor M. Keenan, graduate of the University of Washington School of Library Science, was appointed librarian assistant in the adult Circulation Department effective September 1, 1962.

Miss June R. Martin, graduate of the University of Wisconsin School of Library Science, was appointed librarian assistant in the Reference Department to be effective July 1, 1963.

Mr. James L. Thomas was appointed to succeed Mr. Charles B. Lander as Building Superintendent. This capable and conscientious young man follows in the tradition of Mr. Lander, a resourceful and valuable handy man. Mr. Thomas is also an electrician, carpenter, plumber, painter, worker and leader.

Mrs. Clara H. Hampton, a member of the Extension Department staff since November, 1961, was appointed Branch Librarian at St. Albans to be effective at the time the facility becomes operational.

LIBRARY BOARD

Mr. John V. Ray was elected President of the Library Board of Directors at the annual meeting held on July 6, 1962.

Mr. Arthur Hanson was elected Vice President of the Library Board of Directors at the annual meeting held on July 6, 1962.

The Library Director serves as Secretary and Treasurer.

Mrs. Eleanor Keenan, a member of the Library Board of Directors since February, 1959, resigned in August, 1962, and the resignation was regretfully accepted.

Mr. William J. Frink was elected to membership on the Library Board of Directors to serve the unexpired term of Mrs. Eleanor Keenan.

Mr. Charles T. Hopkins was elected to membership on the Library Board of Directors to serve a term of six years.

ACKNOWLEDGMENTS

The record and achievements of the library during the past year are not due solely to the conscientious efforts of the library's staff. Others have contributed immeasurably to its development and progress: the Kanawha County Board of Education, County Court of Kanawha County, and the Mayor and Council of the City of Charleston have shown an awareness of the basic importance of a sound library program and have cooperated in making available the necessary funds for its operation and maintenance; The Charleston Daily Mail and The Charleston Gazette have consistently related the library to the community through the use of newspaper pictures and articles; radio station WTIP made it possible for the

library to reach a vast audience of listeners through two (regularly featured) weekly book shows; the countless number of friends who thought so much of the library to present gifts of books, magazines, newspapers, phonograph record albums and cash; and the people of the county - artists, collectors, hobbyists - who provided us with colorful, exciting and informative exhibit material.

Respectfully submitted in recognition of the many eminent men and women who served their community over the past fifty-four years as members of the Library Board of Directors of the Kanawha County Public Library and who have given of themselves - their judgment, interest, energy, time and ability - so that the best in books and services may be made available to the citizens of Kanawha County.

Nicholas Winowich
Director

STATISTICAL REPORT

July 1, 1962 ~ June 30, 1963

Population served: 252,925
 Opened to the public June 3, 1909. First library located in the
 Y.M.C.A. Building on Capitol Street.

AGENCIES

Main Library	1
Bookmobile (47 winter scheduled stops)	1
(54 summer scheduled stops)	
Deposit Stations	81
Schools	
Collections delivered ~ 688 juvenile	
11 adult	
Fire Stations	8
Collections delivered ~ 92 adult	
Other Agencies	4
Collections delivered ~ 6 adult	
Other School Stations	78
(Books borrowed by teachers from Boys and Girls Department and Bookmobile)	
Collections lent ~ 395	

BOOK CIRCULATION

CITY CIRCULATION - Volumes

	<u>1962/63</u>	<u>1961/62</u>
Borrowed from Main Library		
Boys and Girls Department	298,056	264,353
Circulation Department	188,072	176,421
	<u>486,128</u>	<u>440,774</u>

COUNTY CIRCULATION - Volumes

Borrowed from Extension Department		
Bookmobile	219,497	212,594
Deposit Collections	385,085	322,824
	<u>604,582</u>	<u>535,418</u>

TOTAL CIRCULATION - Volumes	<u>1,090,710</u>	<u>976,192</u>
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BOOK STOCK

	<u>1962/63</u>	<u>1961/62</u>
Number of volumes at the end of the year	225,529	213,112
Number of volumes added	18,111	17,065
Number of volumes withdrawn	5,694	6,645
Number of periodicals	442	431
Number of newspapers received	37	23

REGISTRATION

Total number of registered borrowers	45,773	43,880
Total number of registered borrowers during year	16,380	14,559
Children estimated to use deposit collections in addition to the above	15,980	14,496
Time required of staff: 40 hours a week		

AUDIO-VISUAL MATERIALS

Microfilm Reader	2
Record Player	2
Phonograph Record Albums	2,569 albums - 3,777 discs
Motion Picture Films	19
(Indefinite loan to Kanawha County Public Library)	
Microfilm (reels)	1,340
Phonograph Records Circulated	11,279

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

AUGUST 6, 1963

The regular meeting of the Library Board of the Kanawha County Public Library was held on August 6, 1963, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Brown
Mr. Frink
Mr. Hanson
Mr. Lovenstein
Mr. Stone

In the absence of the President, Mr. Hanson presided. The Secretary reported that a quorum was present. The minutes of the July 5, 1963 meeting were approved.

Correspondence. The Director read a letter sent by Henry Elden and Associates. It was moved by Mr. Stone, seconded by Mr. Frink and carried, that the letter having been received and read, be filed and, at the proper time, that it be given consideration.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of July. Following a discussion of the library building's designation as a Civil Defense Shelter and its responsibility to store certain survival commodities, which are provided, the Director's report was accepted and ordered filed and he was authorized to publish parts of the report as he might deem desirable.

Approval of Bills. The Director submitted Book Bills List No. 74 and General Bills List No. 74 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Stone, seconded by Mr. Frink and duly passed, it

was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 73 duly certified and approved in accordance with the Bylaws, and on motion made by Mr. Stone, seconded by Mr. Frink and duly passed, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account. The Director submitted Construction Account - St. Albans Branch Library Building, HHFA Project No. APW-WVA-5G List No. 5 duly certified and approved, and on motion made by Mr. Stone, seconded by Mr. Frink and duly passed, it was ordered that the bill set out on the said list be paid.

UNFINISHED BUSINESS

St. Albans Branch Library. Mr. Frink reported that the annual St. Albans Town Fair was a tremendous success. He said that reliable sources estimated the crowd to be in excess of 30,000 persons and that anticipated net receipts would reach \$9,500.00.

Mr. Frink reported that the St. Albans Branch Library Building is expected to be completed by mid-September and ready for operation by the first of October.

Mr. Frink announced that the second disbursement of funds from the U. S. Government, in the amount of \$27,375.00, was received and deposited to the construction account.

A governors' collection of 49 state histories was presented to the St. Albans Branch Library by its Board of Directors at an awards dinner in honor of its Presidents - Mrs. G. A. Harris, Mr. Cyril M. Reich, and Mr. W. J. Frink. The remaining history will be added shortly.

NEW BUSINESS

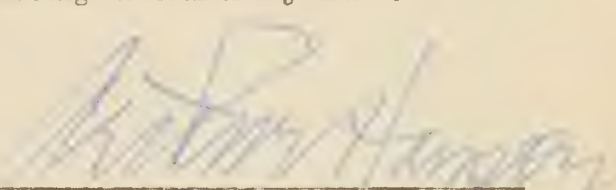
Appointment - Branch Librarian St. Albans Branch Library. The Director presented the credentials of Mrs. Clara Hampton, a member of the Extension Department's library staff, since November, 1961, for the position of Branch Librarian for the St. Albans Branch Library. He reported on her educational background, experience and personal qualifications. The Director recommended that she be appointed.

It was moved by Mr. Frink, seconded by Mrs. Brown and unanimously

RESOLVED, That Mrs. Clara Hampton be appointed Branch Librarian effective at the time the building becomes operational and at an annual salary of \$5,700.00.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.



Vice-President



Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

SEPTEMBER 10, 1963

The regular meeting of the Library Board of the Kanawha County Public Library was held on September 10, 1963 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Anderson
Mr. Frink
Mr. Hanson
Dr. Riggleman
Mr. Shonk
Mr. Stone
Mr. Williamson

The President presided. The Secretary reported that a quorum was present. The minutes of the August 6, 1963 meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of August. A discussion on the acquisition and the cataloging of books followed. Afterwards, the Director's report was accepted and ordered filed and he was authorized to publish parts of the report as he might deem desirable.

Approval of Bills. The Director submitted Book Bills List No. 75 and General Bills List No. 75 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Shonk, seconded by Mr. Hanson and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 74 duly certified and approved in accordance with the Bylaws, and on motion made by Mr. Shonk, seconded by Mr. Hanson and duly passed, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account. The Director submitted Construction Account - St. Albans Branch Library Building, HHFA Project No. APW-WVA-5G List No. 6 duly certified and approved, and on motion made by Mr. Shonk, seconded by Mr. Hanson and duly passed, it was ordered that the bill set out on the said list be paid.

UNFINISHED BUSINESS

St. Albans Branch Library. Mr. Frink reported that the branch library project was about 83% completed. The exterior, he said, lacks only the proper marks of identification. The words, St. Albans Public Library, will appear on the Fourth Street wall and also on the Sixth Avenue wall. Landscaping, plantings and improvement of site, he added, will follow shortly. Mr. Frink said that the interior is being painted and that this is expected to be completed within the week.

Mr. Frink reported that a committee has been appointed to make plans and arrangements for the dedication of the building at a public ceremony.

Mr. Frink reported that, as a result of a communication received from the Housing and Home Finance Agency, it was necessary to recommend the name of a Certified Public Accountant, resident of St. Albans, to audit the Construction Account records. He suggested that Mr. Calvin Hall be employed. Following discussion it was moved by Mr. Williamson, seconded by Dr. Riggleman, that Mr. Calvin Hall, C.P.A., be recommended to HHFA as a person well qualified to

conduct an audit of the Construction Account records. Motion carried.

Mr. Frink reported that as the authorized representative for the project he had approved five additional project items, costing \$1,326.00, which have been completed, to-wit:

1. Installation of tinted glass at the entrance
2. Acquisition and installation of a fireplace screen
3. Replacement of air ducts
4. Addition of drain tile and sump
5. Extension of the sanitary sewer line as requested by the City of St. Albans

and requested that his action be ratified.

Following discussion it was moved by Mr. Hanson, seconded by Dr. Riggleman, that the action taken by Mr. Frink with respect to the said five items be ratified, confirmed and approved. Motion carried.

Capitol Street Federal Building. Following discussion, the Director was requested to prepare a resolution which the Council of the City of Charleston will be asked to adopt in support of the Library's efforts to secure the Capitol Street Federal Building.

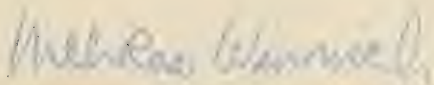
NEW BUSINESS

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting, on motion duly adopted,
adjourned.



President



Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

OCTOBER 8, 1963

The regular meeting of the Library Board of the Kanawha County Public Library was held on October 8, 1963, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Anderson
Mrs. Brown
Mr. Dickinson
Mr. Hanson
Mr. Hopkins
Mr. Shonk
Mr. Thomas

The President presided. The Secretary reported that a quorum was present. The minutes of the September 10, 1963, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of September. Following questions and comments on such topics as support and interest demonstrated by the community in the acquisition of the Capitol Street Federal Building by the Library, increased activity in the Boys and Girls Department, overflow crowds, fire prevention and safety precautions, the Director's report was accepted and ordered filed and he was authorized to publish parts of the report as he might deem desirable.

Approval of Bills. The Director submitted Book Bills List No. 76 and General Bills List No. 76 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Shonk, seconded by Mr. Hopkins and duly passed, it was ordered that the bills set out on the two lists be paid and that the

said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 75 duly certified and approved in accordance with the Bylaws, and on motion made by Mr. Shonk, seconded by Mr. Hopkins and duly passed, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account. The Director submitted Construction Account - St. Albans Branch Library Building, HHFA Project No. APW-WVA-5G List No. 7 duly certified and approved, and on motion made by Mr. Shonk, seconded by Mr. Hopkins and duly passed, it was ordered that the bill set out on the said list be paid.

UNFINISHED BUSINESS

Capitol Street Federal Building. Mr. Ray reviewed events which took place since the board meeting of September 10, 1963. He reported that a meeting, requested by Mr. Dan A. Dollarhide, and to be attended by the Library's Committee on the Capitol Street Federal Building, was scheduled for October 10, 1963. Mr. Ray outlined the recommendations of the Committee; and following considerable discussion, they were approved.

St. Albans Branch Library. In the absence of Mr. Frink, the Library Board's authorized representative, the Director reported. The building was nearly 93% complete. Aside from the little that had to be done to the interior, such things as landscaping and improvement of site remained. Mr. Frink requested authorization to spend approximately \$300.00 for the purpose of installing an alarm system and a clock and applying certain lettering to the door which would indicate the days and hours the library was opened. Following discussion,

it was moved by Mr. Hopkins, seconded by Mr. Hanson, that the three items of additional work costing an approximate \$300.00 be authorized. Motion carried.

NEW BUSINESS

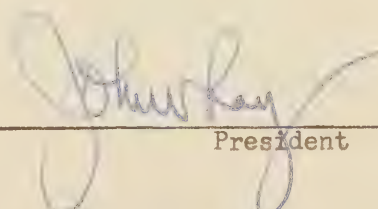
Correspondence. The Director read a letter addressed to Mr. John V. Ray and sent by J. D. King, Architect. It was regularly moved, seconded, and carried, that the letter, having been received and read, be filed and, at the proper time, that it be given consideration.

Middle Atlantic Regional Library Conference. The Director stated that the Middle Atlantic Regional Conference will be held in Atlantic City on October 16-19, 1963. Two staff members had expressed a desire to attend. Upon motion duly made and seconded, it was unanimously

RESOLVED, That the expenses for the Director and an allowance of \$100.00 each for two staff members be paid for attendance at the Middle Atlantic Regional Library Conference, October 16-19, 1963.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scale. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting, on motion duly adopted, adjourned.



President



Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

NOVEMBER 5, 1963

The regular meeting of the Library Board of the Kanawha County Public Library was held on November 5, 1963, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Anderson
Mr. Frink
Mr. Hanson
Mr. Shonk
Mr. Stone
Mr. Williamson

The President presided. The Secretary reported that a quorum was present. The minutes of the October 8, 1963, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of October. Following discussion of student use of the library and circulation of library materials, the Director's report was accepted and ordered filed and he was authorized to publish parts of the report as he might deem desirable.

Approval of Bills. The Director submitted Book Bills List No. 77 and General Bills List No. 77 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Hanson, seconded by Mr. Frink and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 76 duly certified and approved in accordance with the Bylaws, and

on motion made by Mr. Hanson, seconded by Mr. Frink and duly passed, it was ordered that the bills set out on the said list be paid.

UNFINISHED BUSINESS

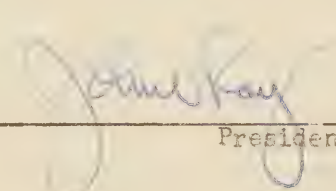
Capitol Street Federal Building. Mr. Ray presented a progress report. There was considerable discussion relative to the acquisition of the Capitol Street Federal Building.

St. Albans Branch Library. Mr. Frink reported that the construction of the St. Albans Branch Library was to be completed within a week. He announced that the shelving had been delivered and was in process of being installed. He said that some furniture (chairs) had been delivered and that the remaining items would arrive after the 20th of December. Mr. Frink added that St. Albans intended to pave the alley, located immediately to the rear of the building.

NEW BUSINESS

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded, and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting, on motion duly adopted, adjourned.



President



Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

DECEMBER 10, 1963

The regular meeting of the Library Board of the Kanawha County Public Library was held on December 10, 1963, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Brown
Mr. Chilton
Mr. Frink
Mr. Hanson
Mr. Hopkins
Mr. Lovenstein
Dr. Riggleman
Mr. Stone

In the absence of the President, Mr. Hanson presided. The Secretary reported that a quorum was present. The minutes of the November 5, 1963, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of November. Following a discussion of holiday hours observed during the Christmas and New Year's season, the Director's report was accepted and ordered filed and he was authorized to publish parts of the report as he might deem desirable.

Approval of Bills. The Director submitted Book Bills List No. 78 and General Bills List No. 78 duly certified and approved in accordance with the Bylaws, and on motion by Dr. Riggleman, seconded by Mr. Frink and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 77 duly certified and approved in accordance with the Bylaws, and on motion made by Dr. Riggleman, seconded by Mr. Frink and duly passed, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account. The Director submitted Construction Account - St. Albans Branch Library Building, HHFA Project No. APW-WVA-5G List No. 8 duly certified and approved, and on motion made by Dr. Riggleman, seconded by Mr. Frink and duly passed, it was ordered that the bills set out on the said list be paid.

UNFINISHED BUSINESS

Capitol Street Federal Building. The Director reported that a meeting was held in Washington, D. C. on Friday, November 29, 1963, in the office of Mr. Dan A. Dollarhide, Regional Representative, Surplus Property Utilization Division, Department of Health, Education and Welfare. Mr. John V. Ray, Mr. J. Russell Bailey and Mr. Nicholas Winowich were present. The Library's application for the acquisition of the Capital Street Federal Building was the topic of discussion.

Municipal Planning Commission. Mr. Stone reported that the Municipal Planning Commission's Parks and Public Building Committee held a public hearing on December 3, 1963, in the Charleston City Council Chamber of City Hall on a proposed amendment to the comprehensive plan concerning the location of the Kanawha County Public Library. Following the presentation by Mr. Stone, there being no protestants, Mrs. Charles Peters, committee chairman, said the committee would recommend acceptance of the amendment to the Planning Commission.

St. Albans Branch Library. Mr. Frink reported that a final construction inspection of the building was conducted by the Community Facilities Administration Field Engineer in Charleston, Mr. John Johnson, on November 30, 1963. He added that a requisition for \$8,925.00 has been submitted to Mr. Cornelius Daly, Regional Director of Community Facilities Administration. Mr. Frink announced that the St. Albans Branch will be open to the public starting December 12, 1963, and the members of the Library Board of Directors were invited to attend. An official dedicatory ceremony and program, he said, would be held at a later date. Mr. Frink reported that it was necessary to recommend the following additional project items costing a total of \$511.43:

Installation of watchmaster dry battery units, at four locations, to provide emergency lighting in the event of power failure	\$284.43
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and

Four exit signs	
Steel railing on right side of rear door	
Spark arrester in chimney	
Stops and hooks on various hall and exterior doors	227.00

Total	\$511.43
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Following discussion, it was moved by Mr. Hopkins, seconded by Mr. Lovenstein that the items of additional work costing \$511.43 be added to the base bid amount. Motion carried. The Director reported that the branch library staff of Mrs. Clara Hampton, branch librarian, Mrs. Henrietta Kidd and Mrs. Martha Moran, clerical employees, have been busily engaged, since December 2, 1963, in processing the materials collection, and in general, preparing for the first day of operation. The book collection, the Director said, will have approximately 11,000 volumes with more to follow. In addition, there are 37 magazines and 7 newspapers.

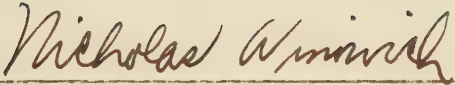
NEW BUSINESS

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded, and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting, on motion duly adopted, adjourned.



Vice-President



Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JANUARY 7, 1964

The regular meeting of the Library Board of the Kanawha County Public Library was held on January 7, 1964, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Brown
Mr. Hanson
Mr. Lovenstein
Mr. Shonk
Mr. Stone

The President presided. Miss Ammar acted as Secretary, in the absence of the Director, and reported that a quorum was present. The minutes of the December 10, 1963, meeting were approved.

Director's Monthly Report. The Director's report on the activities of the Library for the month of December was read. There was some discussion, particularly about the South Charleston Public Library, in the course of which the suggestion was made that the Library Board of Kanawha County Public Library should assist the South Charleston Public Library in developing its plans, but without Kanawha County Public Library making any commitments at this time. The report of the Director was accepted.

On motion of Mr. Hanson, seconded by Mr. Shonk, the following resolution was unanimously adopted:

RESOLVED, That the Director be authorized, unless specifically instructed to the contrary, to have published such parts of the monthly reports submitted to the Library Board as will in his opinion be in the best interests of Kanawha County Public Library and tend to promote library service in Kanawha County.

Approval of Bills. The Acting Secretary submitted Book Bills List No. 79 and General Bills List No. 79 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Hanson, seconded by Mr. Shonk and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Acting Secretary submitted Special Funds List No. 78 duly certified and approved in accordance with the Bylaws, and on motion made by Mr. Hanson, seconded by Mr. Shonk and duly passed, it was ordered that the bills set out on the said list be paid.

NEW BUSINESS

Correspondence. The Acting Secretary read a letter from the St. Albans Library Board extending their thanks and appreciation for the floral arrangement sent to them for the Opening Day Ceremonies by Mrs. Brown, a member of the Library Board of Kanawha County Public Library.

Resolution on the Life and Service to the Library of Charles C. Dickinson. Upon motion by Mr. Stone, seconded by Mr. Shonk, the following resolution was adopted unanimously:

WHEREAS, It is with profound sorrow and regret that we record the passing of Charles C. Dickinson, who died on December 15, 1963, in Charleston, West Virginia; and,

WHEREAS, Mr. Dickinson had served Kanawha County Public Library as a member of its Board of Directors since August, 1934; and,

WHEREAS, Mr. Dickinson did faithfully and with enthusiasm accept and fulfill assignments of responsibility which helped immeasurably to develop and achieve a better library for the citizens of his native County; and,

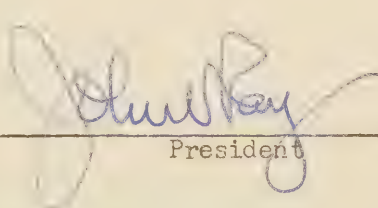
WHEREAS, In this first meeting since the death of our fellow member, the Library Board of Kanawha County Public Library wishes to render an expression of personal loss;

IT IS HEREBY RESOLVED, That this remembrance be spread upon the minutes of this meeting, and that a copy be transmitted to the family of Mr. Dickinson, to whom we extend our sincere sympathy.

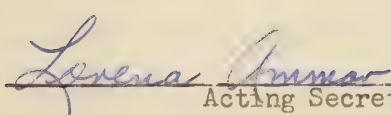
ALA Midwinter Meeting. Mr. Stone moved, Mr. Lovenstein seconded, that the Board approve the payment of expenses of the Director incurred in attending the American Library Association Midwinter Meeting at Chicago, January 27-February 1, 1964. The motion passed.

Personnel and Salary Changes. The Acting Secretary submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting, on motion duly adopted, adjourned.



President



Acting Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

FEBRUARY 4, 1964

The regular meeting of the Library Board of the Kanawha County Public Library was held on February 4, 1964, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Anderson
Mr. Chilton
Mr. Hanson
Mr. Lovenstein
Mr. Maurice
Mr. Shonk

The President presided. The Secretary reported that a quorum was present. The minutes of the January 7, 1964, meeting were approved.

Director's Monthly Report. The Director's report on the activities of the Library for the month of January was read. The Director's report was accepted and ordered filed.

Approval of Bills. The Director submitted Book Bills List No. 80 and General Bills List No. 80 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Chilton, seconded by Mr. Hanson and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 79 duly certified and approved in accordance with the Bylaws, and on motion made by Mr. Chilton, seconded by Mr. Hanson and duly passed, it was ordered that the bills set out on the said list be paid.

UNFINISHED BUSINESS

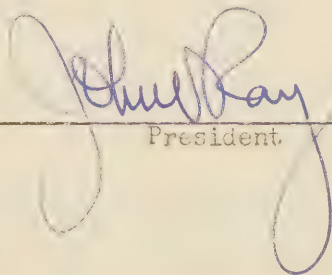
Capitol Street Federal Building. Mr. Chilton, Mr. Lovenstein and Mr. Maurice presented reports concerning the Capitol Street Federal Building.

NEW BUSINESS

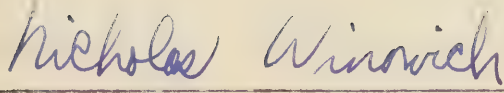
Nominating Committee - Library Board Vacancy. Upon motion duly made, seconded and carried, Mrs. Brown and Mr. Hanson, Chairman, were elected to serve as a nominating committee to study and make recommendations for a nominee to fill the unexpired term of Charles C. Dickinson which ends June 30, 1968.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion duly adopted, adjourned.



President



Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MARCH 3, 1964

The regular meeting of the Library Board of the Kanawha County Public Library was held on March 3, 1964, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mr. Frink
Mr. Hanson
Mr. Hopkins
Mr. Lovenstein
Mr. Shonk
Mr. Stone

The President presided. The Secretary reported that a quorum was present. The minutes of the February 4, 1964, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of February. Following additional comments and discussion the Director's report was accepted and ordered filed.

Reports of Committees.

Budget Committee. A meeting of the Budget Committee was held on February 19, 1964. Mr. Hanson, chairman of the Budget Committee, reported and submitted a proposed budget for the fiscal year 1964/1965. Following explanation of the document and discussion, it was moved by Mr. Hanson and seconded by Mr. Lovenstein that the budget for 1964/1965 be adopted, and that a copy of the budget be attached to the minutes of this meeting. Motion passed.

Transmittal of Budget to the Board of Education of the County of Kanawha, City of Charleston and County Court of Kanawha County. Mr. Hanson moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1964, which has been approved and adopted by the Library Board, be transmitted to the Board of Education of the County of Kanawha by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the Board of Education of the County of Kanawha to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required to furnish public library service, as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the Board of Education of the County of Kanawha, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Frink, and upon a vote being taken the motion carried unanimously.

Mr. Hanson moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1964, which has been approved and adopted by the Library Board, be transmitted to the Mayor and Council of the City of Charleston by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required to furnish public library service, as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the City of Charleston, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Frink, and upon a vote being taken the motion carried unanimously.

Mr. Hanson moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1964, which has been approved and adopted by the Library Board, be transmitted to the County Court of Kanawha County by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the County Court of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required to furnish public library service, as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the County Court of Kanawha County, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Frink, and upon a vote being taken the motion carried unanimously.

Approval of Bills. The Director submitted Book Bills List No. 81 and General Bills List No. 81 duly certified and approved in accordance with the

Bylaws, and on motion by Mr. Hanson, seconded by Mr. Frink and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 80 duly certified and approved in accordance with the Bylaws, and on motion made by Mr. Hanson, seconded by Mr. Frink and duly passed, it was ordered that the bills set out on the said list be paid.

UNFINISHED BUSINESS

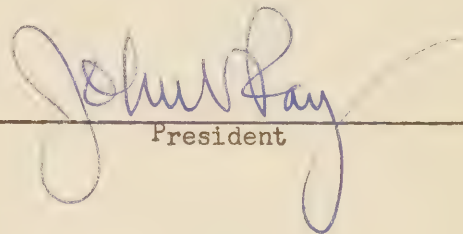
St. Albans Branch Library. Mr. Frink reported that the third requisition of grant-in-aid funds, in the amount of \$8,925.00, has not been received. Perhaps, Mr. Frink said, the papers were lost or misplaced by the Community Facilities Administration office in Philadelphia. In any event, it was necessary to prepare and to re-submit another requisition for funds. Mr. Frink also reported that the installation of furniture was complete and cost \$10,970.78. Following discussion, it was moved by Mr. Lovenstein, seconded by Mr. Shonk that this amount be paid by the Kanawha County Public Library and with the understanding that St. Albans Public Library will reimburse Kanawha County Public Library for the amount by the end of the 1963/1964 fiscal year. Motion carried.

Capitol Street Federal Building. The Chairman reported on his trip to Washington, D. C. and visits with Congressman John M. Slack, Jr., and Mr. H. A. Abersfeller, Regional Administrator, General Services Administration. There was discussion afterwards.

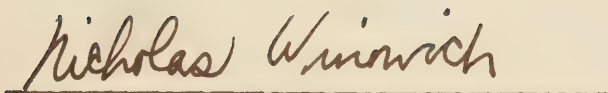
NEW BUSINESS

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion duly adopted, adjourned.



President



Secretary

BUDGET 1964/1965
KANAWHA COUNTY PUBLIC LIBRARY

OPERATING EXPENSES

Salaries

Professional	\$ 91,400
Non-Professional	84,747
Substitutes	3,915
	<u>\$180,062</u>

Books

Books	\$ 61,325
Binding	6,250
Periodicals	3,425
	<u>\$ 71,000</u>

Other Expenses

Salaries - Building	\$ 15,555
Repairs and Maintenance	2,000
Utilities	9,385
Service Contracts	1,237
Building Supplies	1,125
Office and Library Supplies	8,625
Insurance	2,617
Vehicles - Repairs and Expense	2,230
Furniture and Equipment	1,084
Travel	925
Printing	635
Memberships	140
Contingencies	1,485
Social Security	5,980
Workmen's Compensation	234
	<u>\$ 53,257</u>

TOTAL OPERATING EXPENSES

\$304,319

CAPITAL IMPROVEMENTS

Building Fund

\$356,223

SOURCE OF FUNDS FOR OPERATIONS

Estimated Receipts		
Board of Education		\$136,365
County Court		136,365
City of Charleston		<u>59,609</u>
		\$332,339
Transfer to Capital Improvements		<u>50,000</u>
Balance for Operations		\$282,339
St. Albans		10,000
Miscellaneous	21,980	<u>11,980</u>
TOTAL FOR OPERATIONS		<u>\$304,319</u>

304 319
 50,000

 254 319
 - 21 980

 1332,339

KANAWHA COUNTY PUBLIC LIBRARY

Salary Budget 1964/1965

<u>Position</u>	<u>Employee</u>	<u>Monthly Salary</u>	<u>Annual Salary</u>
Director	Nicholas Winowich	\$850.00	\$10,200
Chief Children's Librarian	Wilma Brown	562.50	6,750
Chief Catalog Librarian	Alice Gygax	550.00	6,600
Chief Circulation Librarian	Ruth Figgatt	562.50	6,750
Chief Reference Librarian	Frances Gerard	512.50	6,150
Chief Extension Librarian	Frances Swope	587.50	7,050
Branch Librarian	Clara Hampton	487.50	5,850
Circulation Librarian	Margaret Hilliard	487.50	5,850
Circulation Librarian	Frances Dillinger	462.50	5,550
Circulation Librarian	Eleanor Keenan	425.00	5,100
Reference Librarian	June Martin	425.00	5,100
Extension Librarian	Helen Miller	462.50	5,550
Extension Librarian	To be appointed	412.50	4,950
Preparations Librarian	Robert Simmons	416.66	5,000
Children's Librarian	To be appointed	412.50	<u>4,950</u>
			\$91,400

Non-Professional Staff

Director's Secretary	Lorena Ammar	\$416.66	\$ 5,000
Special Clerk, Catalog	Mae Thomas	290.83	3,490
Special Clerk, Catalog	Donald Callard	298.33	3,580
Special Clerk, Branch	Henrietta Kidd	260.83	3,130
Special Clerk, Branch	Martha Moran	253.33	3,040
Senior Clerk, Office	Barbara Steele	265.83	3,190
Senior Clerk, Extension	Laverta Spurlock	273.33	3,280
Junior Clerk, Extension	Dorothy Hiner	215.00	2,580

<u>Position</u>	<u>Employee</u>	<u>Monthly Salary</u>	<u>Annual Salary</u>
Junior Clerk, Extension	Janet Hamrick	\$222.50	\$ 2,670
Junior Clerk, Extension	Carolyn Conner	215.00	2,580
Junior Clerk, Extension	Franca Martin	237.50	2,850
Junior Clerk, Catalog	Patricia Angel	222.50	2,670
Junior Clerk, Catalog	Kaye Mullins	215.00	2,580
Junior Clerk, Catalog	Sandra Sue Copen	222.50	2,670
Junior Clerk, Catalog	New position	207.50	2,490
Junior Clerk, Circulation	Cortez Johnson	215.00	2,580
Junior Clerk, Circulation	Patricia Neil	222.50	2,670
Junior Clerk, Circulation	Iris Chapman	215.00	2,580
Junior Clerk, Circulation	Jacqueline Cordell	215.00	2,580
Junior Clerk, Children's	Barbara Dery	222.50	2,670
Junior Clerk, Children's	Nancy Ringel	222.50	2,670
Junior Clerk, Children's	Judy Benwitt	207.50	2,490
Junior Clerk, Office	New position	207.50	2,490
Bookmobile Driver	Floyd Bowen	335.00	4,020
Messenger		90.00	1,080
Pages - 145 hrs. per week x 52 @ 85¢			6,409
Pages - 172 hrs. per week x 52 @ 75¢			<u>6,708</u>
			\$84,747

Substitutes

1 librarian equivalent to 2½ months (circulation)	\$ 1,050
1 librarian equivalent to 5 months (reference)	1,900
1 Branch substitute	415
1 truck driver for dep. coll.	300
1 substitute bookmobile driver	<u>250</u>
	\$ 3,915

BooksBooks

Boys and Girls	\$10,000
Circulation	20,600
Extension	18,500
Reference	7,500
St. Albans	<u>3,000</u>

\$59,600

Phonograph Records

\$ 1,600

Binding

6,250

Periodicals

3,425

Postage12511,400

\$71,000

Salaries - Building

<u>Position</u>	<u>Employee</u>	<u>Monthly Salary</u>	<u>Annual Salary</u>
Building Superintendent	James Thomas	\$360.00	\$ 4,320
Janitor	Robert Dawkins	290.00	3,480
Janitor	Fred Skiles	290.00	3,480
Janitor (part-time)	Moses Adams	141.66	1,700
Janitor, Branch (part-time)	Peter Pontius	145.00	1,740
Substitutes			<u>835</u>
			\$15,555

Repairs and Maintenance

General Repairs - repairing fixtures, painting, cleaning
improvements, etc.

\$2,000

Utilities

Electricity	\$5,025
Gas	1,540
Telephone	2,240
Sewerage	275
Water	<u>305</u>
	\$9,385

Service Contracts

Office machines	\$ 500
Fred Skiles - hauling trash	240
General Window Cleaning	312
Property Protection Company - recharging of fire extinguishers	25
Orkin Exterminating Company	<u>160</u>
	\$1,237

Building Supplies

Fluorescent tubes and incandescent lamps	\$ 450
Wax, steel buffing pads, brooms, mops, soap and other items	<u>675</u>
	\$1,125

Office and Library SuppliesOffice Supplies

Stencils, inks, pencils, paper, stationery, printed forms, and other supplies	\$1,900
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Library Supplies

Catalog cards, application cards, book pockets, book cards, mending supplies, identification cards, and other supplies	3,725
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Reading Clubs

Noble Order of Bookworms, Library Club of America, Vacation Reading Club	500
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Postage

Postal cards, stamped envelopes and stamps	<u>2,500</u>
	\$8,625

Insurance

	<u>Amount Insured</u>	<u>Premium</u>
Boiler	\$ 25,000	\$ 200
Bookmobile Contents	5,400	55
Buildings	710,000	516
Exhibition	5,000	50
Public Liability - Building \$300,000/1,000,000/25,000		220
Bookmobile - public liability and property damage \$250,000/500,000/100,000		379
Plate Glass		30
Truck - public liability and property damage \$250,000/500,000/100,000		175
Valuable Papers	800,000	<u>992</u>
		\$2,617



Vehicles - Repairs and Expense

Gasoline, oil and lubrication for bookmobile and truck	\$1,250
Washing bookmobile and truck	80
Bookmobile and truck - maintenance and repair	<u>900</u>
	\$2,230

Furniture and Equipment

2 Typewriters	\$ 440
3 Filing cabinets	483
1 Book truck	102
4 Stools	<u>59</u>
	\$1,084

Travel

Director and five staff members to attend West Virginia Library Association Fall Meeting	\$175
Director to attend American Library Association Midwinter Meeting	150
Director and two staff members to attend American Library Association Annual Summer Meeting	<u>600</u>
	\$925

Printing

Annual reports - 1,000	\$100
Bookmobile - Fall/Winter schedules	225
Bookmobile - Summer schedules	160
Publications - booklists, bookmarks, posters, and informational literature	<u>150</u>
	\$635

Membership

American Library Association

\$135

West Virginia Library Association

5

\$140

Contingencies

Ads in library publications	\$ 50
Legal advertising	210
Audit	630
Refunds on lost books - paid	250
Refunds on deposits	20
Miscellaneous	<u>325</u>
	\$1,485

Social Security

Contribution on earnings up to \$4,800 @ 3 5/8%

\$5,980

Workmen's Compensation

Amount based on Class P-7 (all employees except building staff
and bookmobile driver) at 10¢ per \$100.00

\$173

Amount based on Class K-4 (building staff, bookmobile and truck
driver) at 30¢ per \$100.00

61

\$234

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

APRIL 7, 1964

The regular meeting of the Library Board of the Kanawha County Public Library was held on April 7, 1964, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Brown
Mr. Frink
Mr. Hanson
Mr. Lovenstein
Mr. Shonk
Mr. Thomas

In the absence of the President, Mr. Hanson presided. The Secretary reported that a quorum was present. The minutes of the March 3, 1964, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the library for the month of March. Following a discussion of library services extended to community libraries by the Kanawha County Public Library, the Director's report was accepted and ordered filed and he was authorized to publish parts of the report as he might deem desirable.

Approval of Bills. The Director submitted Book Bills List No. 82 and General Bills List No. 82 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Shonk, seconded by Mr. Frink and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 81 duly certified and approved in accordance with the Bylaws, and on motion made by Mr. Shonk, seconded by Mr. Frink and duly passed, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account. The Director submitted Construction Account - St. Albans Branch Library Building, HHFA Project No. APW-WVA-5G List No. 9 duly certified and approved and on motion made by Mr. Frink, seconded by Mrs. Brown and duly passed, authorized a partial payment of \$7,900.00.

UNFINISHED BUSINESS

Capitol Street Federal Building. Mr. Ray recently traveled to Washington, D. C., April 2, 1964, to meet with Senator Byrd and Mr. Abersfeller of the General Services Administration. In the absence of Mr. Ray, Mr. Hanson and the Director presented a report. There was considerable discussion afterwards.

St. Albans Branch Library. Mr. Frink reported that a final audit, as required by the Housing and Home Finance Agency, was completed by Mr. Calvin Hall, C.P.A. He said that the total project cost would be considerably less than had been estimated. Mr. Frink reported that plans and arrangements for having the dedication of the library building at a public ceremony have been completed. A "dutch" luncheon will be served in the Wren's Nest Restaurant on April 23, 1964, at 12:00 noon to members of both library boards, branch staff and guest speaker. The official program, he added, will begin at 2:30 p.m. in the branch library building and the address will be given by Mr. Jim Comstock.

NEW BUSINESS

Library Board Memberships. Since the membership terms of Messrs. Stone, Ray, and Young expire on June 30, 1964, the Vice-President appointed a Library

Board Membership Committee consisting of Mrs. Anderson, Mr. Shonk and Mr. Lovenstein, Chairman, to consider and recommend nominations for the Library Board of Directors. The committee was asked to make its report at the May or June meeting.

Nominating Committee. Mr. Hanson appointed Mrs. Brown, Mr. Frink and Mr. Thomas, Chairman, as members of a committee to make nominations for officers for the coming year.

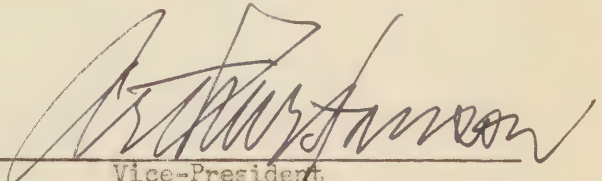
State Sinking Fund Commission. It was moved by Mr. Shonk, seconded by Mr. Frink, that a sum of fifty thousand dollars (\$50,000) of the capital improvements - building money be invested with the State Sinking Fund Commission deposited to the account of the Kanawha County Public Library. Motion carried.

Budget - Unexpended Salaries. It was moved by Mr. Frink, seconded by Mr. Shonk and unanimously

RESOLVED, That the unexpended balance in the salaries account which is the result of unfilled positions on the library staff, be spent for books and other operating expenses approved by the Director.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scale. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.


Vice-President


Secretary

MINUTES OF A SPECIAL MEETING OF THE

BOARD OF DIRECTORS

HELD ON

APRIL 16, 1964

A special meeting of the Library Board of Directors of the Kanawha County Public Library was held on Thursday, April 16, 1964, at 3:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Anderson
Mrs. Brown
Mr. Hanson
Mr. Hopkins
Mr. Maurice
Mr. Stone

The President presided and stated that the meeting had been called to consider the purchase of the Old U. S. Post Office and Courthouse Building for use as the main library of the library system serving the citizens of Kanawha County.

The Secretary reported that notice of the meeting had been given in accordance with the Bylaws; that a copy of a proposed agreement between the United States of America, acting by and through the Administrator of General Services, and Kanawha County Public Library had been mailed to each member of the Library Board of Directors for study and evaluation; and, that a quorum was present.

The President reviewed in detail the information assembled and the activities of the officials of Kanawha County Public Library relative to the U. S. Post Office and Courthouse Building project, and considerable discussion followed.

Mr. Hopkins moved that the following resolution be adopted:

WHEREAS, The Old U. S. Post Office and Courthouse Building at Charleston, West Virginia, has been determined surplus to the U. S. Government and available for disposal for public purposes; and

WHEREAS, Kanawha County Public Library filed an application with the Department of Health, Education and Welfare that the said property be transferred to Kanawha County Public Library for library purposes; and

WHEREAS, The Department of Health, Education and Welfare requested that General Services Administration assign the said property for conveyance thereof to the Kanawha County Public Library under Section 203 (k) (1) of the Federal Property and Administrative Services Act of 1949, as amended, and the said application for assignment was disapproved by the General Services Administration; and

WHEREAS, Kanawha County Public Library has requested General Services Administration to convey the said property to it under 40 U. S. C. 484 (c) (3) (H) for use as a part of a tax supported library system serving the citizens of Kanawha County, West Virginia; and

WHEREAS, General Services Administration is willing to grant the said request of Kanawha County Public Library at the price of \$500,000.00, of which \$50,000.00 is to be paid in cash and the balance is to be paid in 19 equal annual installments, with interest at 4-1/4% on the unpaid balance payable annually, and on the other terms and conditions set out in a draft of a proposed agreement between the United States of America, acting by and through the Administrator of General Services and Kanawha County Public Library submitted to the meeting; and

WHEREAS, The members of the Board of Directors of Kanawha County Public Library are of the opinion that Kanawha County Public Library should acquire the said property on the said terms;

NOW, THEREFORE, BE IT RESOLVED:

1. That Kanawha County Public Library purchase the said property from the United States of America on the aforesaid terms and conditions.
2. That Kanawha County Public Library submit to the United States of America an offer to purchase the said property by the execution of an agreement substantially in the form of the proposed agreement submitted to and considered at this meeting, a copy of which shall be filed with the minutes of this meeting as a part thereof.
3. That the President of Kanawha County Public Library, John V. Ray, be and he is hereby authorized and directed to sign, acknowledge and deliver the said agreement on behalf of Kanawha County Public Library, and to make the said cash payment of \$50,004.00 to the United States of America.
4. That the officers of Kanawha County Public Library be and they are hereby authorized and directed to sign such other papers and to do and perform such acts as may be required to complete the said transaction.

The motion was seconded by Mr. Maurice, and, upon a vote being taken, the motion carried unanimously.

Mr. Maurice moved that the following resolution be adopted:

WHEREAS, Kanawha County Public Library has authorized the acquisition from the United States of America of the Old U. S. Post Office and Courthouse Building on Capitol Street in the City of Charleston, W. Va., for use as the main library of the library system serving the citizens of Kanawha County, W. Va.; and

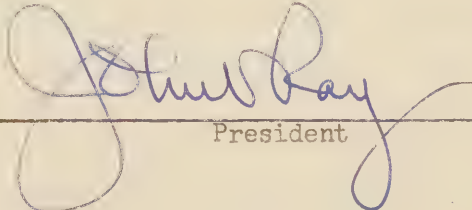
WHEREAS, Kanawha County Public Library must raise a part of the money required for the remodeling of the said Capitol Street Building by the sale of the property of Kanawha County Public Library located on Lee, Hale and Dickinson streets;

BE IT RESOLVED:

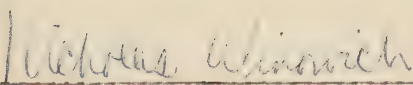
1. That the property of Kanawha County Public Library bounded by Lee, Hale and Dickinson streets in the City of Charleston, West Virginia, be sold and that the proceeds of the sale be used to remodel the Old U. S. Post Office and Courthouse Building on Capitol Street so as to fit it for library use.
2. That the President of Kanawha County Public Library be and he is hereby authorized and directed on behalf of Kanawha County Public Library to sell the said property located on Lee, Hale and Dickinson streets at the best obtainable cash purchase price and on the following terms and conditions:
 - (a) The purchase price shall not be less than \$450,000.00;
 - (b) Possession of the said property will not be delivered to the purchaser until Kanawha County Public Library has moved its main library to the said Capitol Street Building; and
 - (c) Such other terms and conditions as the President of Kanawha County Public Library may deem proper for its protection.
3. That the officers of Kanawha County Public Library be and they are hereby authorized and directed to sign such papers and to do and perform such acts as may be required to complete the said transaction.

The motion was seconded by Mr. Stone, and, upon a vote being taken, the motion carried unanimously.

There being no further business, the meeting on motion duly adopted, adjourned.



President



Secretary

AGREEMENT

THIS AGREEMENT, Made this 29th day of May, 1964, by and between the UNITED STATES OF AMERICA, acting by and through the Administrator of General Services, Party of the First Part, hereinafter sometimes referred to as the Vendor, and the KANAWHA COUNTY PUBLIC LIBRARY, a public body created by Chapter 178, Acts of the Legislature of West Virginia, Regular Session, 1957, Party of the Second Part, hereinafter sometimes referred to as the Purchaser.

WITNESSETH:

THAT WHEREAS, the Old U. S. Post Office and Courthouse Building at Charleston, West Virginia, has been determined surplus to the U. S. Government and available for disposal, for public purposes; and

WHEREAS, the Department of Health, Education and Welfare requested that General Services Administration assign the said property for conveyance thereof to the Kanawha County Public Library under Section 203(k)(1) of the Federal Property and Administrative Services Act of 1949, as amended, and the said application for assignment was disapproved by the General Services Administration; and

WHEREAS, the Party of the Second Part has requested that the said property be conveyed to it under 40 U. S. C. 484(e)(3)(H) for use as a part of a tax supported library system serving the citizens of Kanawha County, West Virginia; and

WHEREAS, the Party of the First Part has agreed to grant the said request of the Party of the Second Part on the terms and conditions herein set out;

NOW, THEREFORE, in consideration of the premises, and of other good and valuable considerations, the Vendor hereby agrees to sell to the Purchaser,

which agrees to purchase, for the sum hereinafter stated to be paid as hereinafter provided, subject to the terms, conditions, reservations and exceptions hereinafter set forth, that certain lot or parcel of land, together with the buildings and other improvements thereon and the appurtenances thereunto belonging, sometimes referred to as the Old U. S. Post Office and Courthouse, situate in the City of Charleston, Kanawha County, West Virginia, bounded on the east by Capitol Street, on the north by Quarrier Street, on the west by Summers Street and on the south by the Kanawha Hotel, the Arcade and Kanawha Banking and Trust Company and more particularly bounded and described as follows:

Beginning at a copper plug in the south line of Summers Street, the northeast corner of a five (5) foot strip, and running with the south line of Summers Street north 50 degrees 17 minutes east a distance of 118.9 feet to a point at the intersection of the south line of Summers Street with the west line of Quarrier Street; thence with the said west line of Quarrier Street, south 38 degrees 49 minutes east a distance of 256.93 feet to a point at the intersection of the west line of Quarrier Street and the north line of Capitol Street; thence with the said north line of Capitol Street, south 50 degrees 42 minutes west a distance of 122.75 feet to a point at the intersection of the north line of Capitol Street and the east line of property of the Kanawha Banking and Trust Company; thence leaving Capitol Street and running in a northwesterly direction with the east line of property owned by the Kanawha Banking and Trust Company and the east line of property known as the Arcade a distance of 125.67 feet to a point at the southwest corner of the aforesaid five (5) foot strip; thence north 50 degrees 42 minutes east a distance of 5 feet to a point at the southeast corner of the said five (5) foot strip; thence in a northwesterly direction with the east line of the said five (5) foot strip a distance of 130.56 feet to the place of beginning.

It is mutually understood and agreed between the Vendor and the Purchaser that the real estate is sold and purchased upon and subject to the following terms, conditions, reservations, exceptions and stipulations, to-wit:

1. The purchase price shall be FIVE HUNDRED THOUSAND DOLLARS (\$500,000.00), of which FIFTY THOUSAND FOUR DOLLARS (\$50,004.00), shall be paid in cash upon

the execution of this contract, and the remaining FOUR HUNDRED FORTY NINE THOUSAND NINE HUNDRED AND NINETY SIX DOLLARS (\$449,996.00), shall be paid in nineteen (19) equal installments of TWENTY THREE THOUSAND SIX HUNDRED EIGHTY FOUR DOLLARS (\$23,684.00), each on the first day of June in the years 1965, 1966, 1967, 1968, 1969, 1970, 1971, 1972, 1973, 1974, 1975, 1976, 1977, 1978, 1979, 1980, 1981, 1982, and 1983.

2. The Party of the Second Part shall pay Party of the First Part interest on the unpaid balance of the purchase price at the rate of four and one-fourth per cent (4-1/4%) per annum computed from the date on which a copy of this Agreement duly executed by the Party of the First Part and possession of the said property are delivered to the Party of the Second Part. The first payment of interest shall be paid on the 1st day of June 1965 and annually thereafter on the same date as each annual payment on the principal is due.

3. Upon the payment by the Purchaser of the entire purchase price plus interest to the Vendor, the Vendor will execute, acknowledge and deliver to the Purchaser an apt and proper deed remising, releasing, quitclaiming, granting and conveying the said property to the Purchaser, without warranty, which shall contain the following terms and provisions:

(a) A reservation and exception of all rights and easements in, on and through the said property which have heretofore been conveyed for water, gas, electricity, telephone, telegraph and other public utilities.

(b) A provision that the said deed is made subject to all of the conditions, restrictions, exceptions and reservations contained in the deeds conveying the said property to the Vendor, and to its predecessors in title.

4. The Vendor will deliver possession of the said property to the Purchaser upon the execution of this agreement by both parties and the payment of the

aforesaid sum of FIFTY THOUSAND FOUR DOLLARS (\$50,004.00) to the Vendor; and the Purchaser shall be entitled to continued possession of the said property thereafter as long as the Purchaser does not fail to make the aforesaid annual payments of the deferred purchase price.

5. The Purchaser shall have the right to convert the said property to a public library, making such changes, additions, replacements and repairs as may be required to that end, it being estimated that the cost thereof will be approximately Eight Hundred Thousand Dollars (\$ 800,000).

6. Until the purchase price plus interest, thereon is fully paid, the Purchaser shall cause the improvements on the said lot or parcel of land to be insured against loss by fire, with extended coverage, in an amount at least equal to eighty per cent (80%) of the insurable value thereof, with proper loss clause payable to the Vendor and the Purchaser, as their respective interests may appear. Policies shall include a thirty (30) day notice of cancellation to the Vendor and the original and renewals of the insurance policies shall be delivered to the Vendor.

7. The Vendor will, upon being notified by the Purchaser that it is ready to close the transaction, deliver to the Purchaser an apt and proper quitclaim deed for the said property, duly executed and acknowledged, and containing the covenants, terms and provisions above set out; and upon the delivery of the said deed the Purchaser shall pay to the Vendor the unpaid balance of the aforesaid purchase price.

8. Notwithstanding any other provision hereof, the Purchaser is not hereby obligated to pay unpaid installments of purchase price, or to pay in the future any other sum or sums hereunder, it being recognized by the Vendor that the Purchaser is forbidden to incur debts and undertake such future obligations by the laws of West Virginia.

9. If the Purchaser fails to pay any of the aforesaid annual installments of purchase price or interest when the same is due and payable, and the Vendor notifies the Purchaser in writing by U. S. registered mail of its said failure to pay, the Vendor shall have the right to declare this agreement null and void and of no further force or effect unless the Purchaser pays the said amount to the Vendor within twelve (12) months after the said notice by U. S. registered mail is received by the Purchaser.

10. This agreement cannot be cancelled by the Vendor for any reason except failure to pay the purchase price of the property or interest in accordance with the provisions hereof.

11. The Purchaser warrants that it has not employed or retained any person or agency to solicit or secure this contract upon any agreement or understanding for a commission, percentage, brokerage, or contingent fee. Breach of this warranty shall give the Government the right to annul the contract without liability or in its discretion to recover from the Purchaser the amount of such commission, percentage, brokerage, or contingent fee in addition to the consideration herewith set forth. This warranty shall not apply to commissions payable by the Purchaser upon the contract secured or made through bona fide established commercial agencies maintained by the Purchaser for the purpose of doing business. Bona Fide established commercial agencies has been construed to include licensed real estate brokers engaged in the business generally.

12. No member of or delegate to the Congress, or resident commissioner, shall be admitted to any share or part of the contract of sale or to any benefit that may arise therefrom, but this provision shall not be construed to extend to the contract of sale if made with a corporation for its general benefit.

13. Party of the Second Part shall save and keep harmless Party of the First Part from any and all loss, cost, damage, claim, expense or liability

whatsoever growing out of the possession, ownership, maintenance and operation of the property herein described.

IN WITNESS WHEREOF, the United States of America and the Kanawha County Public Library have duly executed this agreement, in duplicate the day and year first above mentioned.

KANAWHA COUNTY PUBLIC LIBRARY

(SEAL)

BY John V. Ray
President

WITNESSED BY:

Name Nicholas Winowich

Address Charleston, West Virginia

Name K. L. McIver

Address Charleston, West Virginia

UNITED STATES OF AMERICA
Acting by and through the
ADMINISTRATOR OF GENERAL SERVICES

(SEAL)

BY David Phillips

WITNESSED BY:

Name Mrs. Judith Blair

Address 5007 Lee Jay Drive

District Heights, Md.

Name Esther M. Yost

Address 3314 Fairhill Dr., S. E.

Washington 23, D. C.

STATE OF WEST VIRGINIA

COUNTY OF Kanawha

)
) to wit:

I, Lorena Ammar a Notary Public in and for said
county and state do certify that John V. Ray whose name
is signed to the writing hereto annexed bearing date the 29th day of
May, 1964, for the KANAWHA COUNTY PUBLIC LIBRARY, a public body,
has this day in my said county, before me, acknowledged the said writing to be
the act and deed of the said Kanawha County Public Library.

Given under my hand this 29th day of May, 1964.

My Commission expires on the 13th day of October, 1964.

Lorena Ammar
Notary Public

(SEAL)

UNITED STATES OF AMERICA)
DISTRICT OF COLUMBIA) to wit:
)

I, Harry E. Walls, a Notary Public in and for said District of Columbia do certify that David Phillips whose name is signed to the writing hereto annexed bearing date the 29th day of May, 1964, for the UNITED STATES OF AMERICA, has this day in my said district, before me, acknowledged the said writing to be the act and deed of the said United States of America.

Given under my hand and official seal this 11th day of August, 1964.

My Commission expires on the 14th day of May, 1967.

Harry E. Walls
Notary Public

(SEAL)

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MAY 5, 1964

The regular meeting of the Library Board of the Kanawha County Public Library was held on May 5, 1964, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Brown
Mr. Frink
Mr. Hanson
Mr. Lovenstein
Dr. Riggleman
Mr. Stone
Mr. Thomas

In the absence of the President, Mr. Hanson presided. The Secretary reported that a quorum was present. The minutes of the April 7, 1964, and April 16, 1964, meetings were approved.

Correspondence. The Director reported that he was in receipt of an invitation addressed to the Library Board of Directors. It reads as follows:

The Kanawha County Education Association
Cordially Invites You To Attend A Reception
In Honor Of
Mr. L. K. Lovenstein
In The Rotunda Of
Morris Harvey College
MacCorkle Avenue, South Ruffner
Sunday, May 17, 1964 4:00 to 6:00 P.M.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of April. Additional comments and discussion concerning the public's favorable response to the Library Board's announcement of the decision to purchase the Old U. S. Post Office and

Courthouse Building, the construction of new and modification of existing buildings for library purposes, and the heavy circulation of library materials by the St. Albans Branch were presented. The Director's report was accepted and ordered filed.

Approval of Bills. The Director submitted Book Bills List No. 83 and General Bills List No. 83 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Frink, seconded by Mr. Thomas and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 82 duly certified and approved in accordance with the Bylaws, and on motion made by Mr. Frink, seconded by Mr. Thomas and duly passed, it was ordered that the bills set out on the said list be paid.

UNFINISHED BUSINESS

Capitol Street Federal Building. Mr. Stone reported that the Attorney General of West Virginia has been asked for an opinion regarding the proposed agreement between the United States of America, acting by and through the General Services Administration, and the Kanawha County Public Library and whether Kanawha County Public Library can sell the property owned by it. Discussion followed.

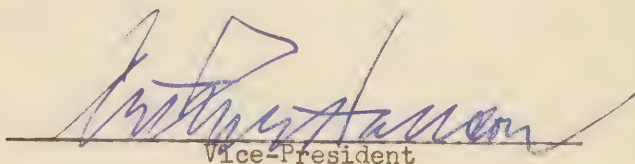
NEW BUSINESS

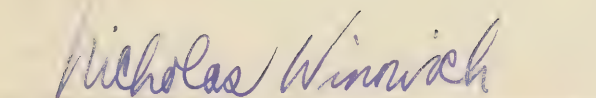
Election of Officers. Mr. Thomas, Chairman of the Nominating Committee, reported the recommendation of the Committee as being that Mr. Ray, Mr. Hanson, and Mr. Winowich be nominated as President, Vice-President and

Secretary/Treasurer of the Library Board, respectively, for a term of one year ending June 30, 1965. There were no other nominations and an election being held, the said nominees were elected.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.


Vice-President


Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JUNE 9, 1964

The regular meeting of the Library Board of the Kanawha County Public Library was held on June 9, 1964, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Brown
Mr. Frink
Mr. Hanson
Mr. Lovenstein
Mr. Shonk
Mr. Stone

The President presided. The Secretary reported that a quorum was present. The minutes of the May 5, 1964, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of May. There was discussion concerning circulation of library materials. The Director exhibited copies of English language newspapers and magazines from India, Pakistan and the United Arab Republic, made available to the Kanawha County Public Library and to a select number of public, college/university and research libraries through a special project of the Library of Congress. Comments followed. Copies of the first issue of Junior Reviewers, an infrequent publication of the Boys and Girls Department relating to written comments by children on the books they have read, were shown and distributed to the members present. Afterwards, the Director's report was accepted and ordered filed.

Reports of Committees.

Library Board Memberships. It was moved by Mr. Shonk, seconded by Mr. Hanson that (i) Mr. John V. Ray, for a term of six (6) years beginning July 1, 1964, (ii) Mr. A. Guy Stone, for a term of six (6) years beginning July 1, 1964, and (iii) Dr. O. M. Harper, for a term of six (6) years beginning July 1, 1964, be nominated to the Library Board. The motion passed. The Director was instructed to report the said nominations to the Board of Education of the County of Kanawha with the request that the said nominees be duly elected.

Approval of Bills. The Director submitted Book Bills List No. 84 and General Bills List No. 84 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Hanson, seconded by Mr. Frink and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 83 duly certified and approved in accordance with the Bylaws, and on motion made by Mr. Hanson, seconded by Mr. Frink and duly passed, it was ordered that the bills set out on the said list be paid.

Approval of Bills from Construction Account. The Director submitted Construction Account - St. Albans Branch Library Building, HHFA Project No. APW-WVA-5G List No. 10 duly certified and approved and on motion made by Mr. Frink, seconded by Mr. Lovenstein and duly passed, it was ordered that the bills set out on the said list be paid. It was suggested that Mr. Frink, the project's authorized representative, should make certain that all state and local taxes had been paid by the Contractor, Earl T. Browder, Inc., before the final payment of \$1,011.55 was made to him.

UNFINISHED BUSINESS

Capitol Street Federal Building. Mr. Ray reported that following receipt of a favorable opinion from the Attorney General of West Virginia, the agreement to purchase the Capitol Street property was signed on behalf of Kanawha County Public Library and mailed to the General Services Administration in Washington, D. C. The agreement, he said, was expected within a few days to go to "Capitol Hill," that is, to certain congressional committees. If no action is taken by the said committees within 35 days after receipt of the agreement, GSA will cause the agreement to be signed on behalf of the United States. Mr. Ray estimated that the execution of the contract will be completed and possession of the property delivered to Kanawha County Public Library the latter part of July.

There was discussion regarding employment of a qualified architect. Mr. Ray suggested that the Board of Directors should take appropriate action on the matter at the July meeting, as he hoped that plans for the remodelling could be completed and bids obtained not later than January 1, 1965.

It was moved and seconded that the Director be authorized to visit new and remodeled libraries for the purpose of obtaining information and knowledge relative to our own needs. Following discussion, the motion was defeated.

St. Albans Branch Library. Mr. Frink read two letters dated June 9, 1964. Following considerable discussion, it was moved by Mr. Frink, seconded by Mr. Lovenstein that the special construction account be closed, that the final balance of \$1,740.55 be transferred to the Kanawha County Public Library's Capital Improvements Building Fund, and that Mr. Frink be authorized to sign the Community Facilities Administration Form #213 which states that: "This project has been completed in a manner satisfactory to the owner. The owner

has completed payment of all obligations and the special construction account has been closed." Motion carried.

The Director was authorized to send letters of appreciation to the Architects and to the Contractor, as recommended by Mr. Frink.

NEW BUSINESS

Position Vacancy. The Director reported that a vacancy exists in the Extension Department. He presented the application of Miss Evelyn Coskey and reported on her educational background and personal qualifications. The Director recommended that she be appointed.

It was moved by Mr. Lovenstein, seconded by Mr. Shonk, and unanimously

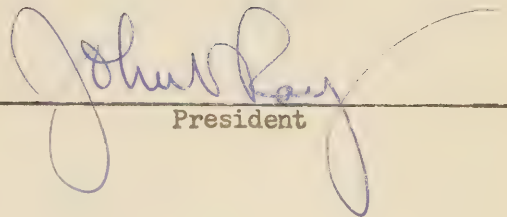
RESOLVED, That Miss Evelyn Coskey be appointed Extension Librarian Assistant effective June 15, 1964, at an annual salary of \$4,950.

American Library Association's Annual Conference. The Director stated that the Conference this year would be held in St. Louis, Missouri, from June 28 - July 4, 1964. Upon motion duly made by Mr. Shonk and seconded by Mr. Frink, it was unanimously

RESOLVED, That the expenses for the Director (not to exceed \$300.00) and an allowance of \$150.00 each for two staff members be paid for attendance at the American Library Association's Annual Conference, June 28 - July 4, 1964.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion duly adopted,
adjourned.



President



Secretary

MINUTES OF A SPECIAL MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JUNE 22, 1964

A special meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, June 22, 1964, at 10:00 a.m. in the Board Room of the Library.

The following members were present:

Mr. Ray	Mr. Lovenstein
Mrs. Brown	Mr. Maurice
Mr. Chilton	Dr. Riggleman
Mr. Frink	Mr. Shonk
Mr. Hanson	Mr. Stone
Mr. Hopkins	Mr. Thomas
Mr. Kleeman	

Also present:

Mr. Bailey

The President presided and stated that the meeting had been called for the purpose of considering the selection of an architect for the remodeling of the Capitol Street Building which Kanawha County Public Library has agreed to purchase from the United States.

The Secretary reported that notice of the meeting had been given in accordance with the Bylaws and that a quorum was present.

The President introduced Mr. J. Russell Bailey, Architect, A.I.A. of Orange, Virginia, who has been advising the Library Board for several years with respect to remodeling the Lee Street Building. Mr. Bailey commented on the problems involved in the remodeling of the Capitol Street Building, at the request of Mr. Ray, and exhibited a copy of the plans of the building which he had obtained at the offices of General Services Administration in Washington,

D. C. Questions were asked by members of the Library Board, and at the conclusion of a lengthy discussion, Mr. Bailey withdrew from the meeting.

Mr. Lovenstein moved that the following resolution be adopted:

RESOLVED, That Kanawha County Public Library employ J. Russell Bailey, of Orange, Virginia, to perform the architectural services required to remodel the Capitol Street Building; and

RESOLVED FURTHER, That the President of Kanawha County Public Library be and he is hereby authorized to execute on its behalf, when the purchase agreement has been signed by the United States, an agreement with J. Russell Bailey in substantially the same form as A.I.A. Document B-131, a copy of which has been exhibited at this meeting, the basic fee being eight (8%) per cent.

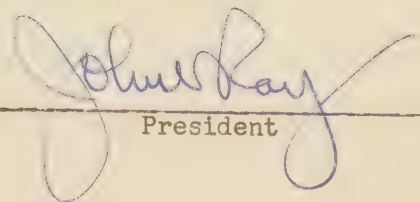
The motion was seconded by Mr. Shonk, and after discussion thereof, a vote was taken and was carried unanimously.

Mr. Lovenstein then moved that the following resolution be adopted:

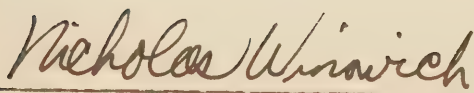
RESOLVED, That Kanawha County Public Library file a new application with the Housing and Home Finance Agency under the Accelerated Public Works program for a grant-in-aid, or appropriately amend the application heretofore filed.

The motion was seconded by Mr. Chilton and after consideration a vote was taken and the motion carried.

There being no further business, the meeting, on motion duly adopted, adjourned.



President



Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JULY 10, 1964

The Annual Meeting of the Library Board of the Kanawha County Public Library was held on July 10, 1964, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mr. Hanson
Dr. Harper
Mr. Stone

The President presided and welcomed Dr. Harper. The Secretary reported that a quorum was present. The minutes of the June 9, 1964, and June 22, 1964, meetings were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of June. Following a brief discussion involving comparisons of the Kanawha County Public Library with other libraries of West Virginia and the nation, the Director's report was accepted and ordered filed.

Director's Annual Report. The Director presented highlights from the Annual Report for the fiscal year ending June 30, 1964. Following discussion, it was regularly moved, seconded and carried, that the oral report, as presented, be accepted; that a copy of the report when it is typed be sent to each member of the Library Board; and that the report, upon being approved by the Book Committee, be published as a document of the Kanawha County Public Library and distributed by the Director.

Approval of Bills. The Director submitted Book Bills List No. 85 and General Bills List No. 85 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Hanson, seconded by Mr. Stone and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 84 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Hanson, seconded by Mr. Stone and duly passed, it was ordered that the bills set out on the said list be paid.

UNFINISHED BUSINESS

Capitol Street Federal Building. The President reported that he has been advised that the proper papers have been forwarded by the General Services Administration to the appropriate committees of Congress. If no action is taken by the said committees by July 30, 1964, shortly thereafter the Kanawha County Public Library will receive a copy of the Purchase Agreement signed on behalf of the United States, possession of the property will be delivered to Kanawha County Public Library, and it will be expected to have for General Services Administration on that date a check in the amount of \$50,004.00, representing the first payment on the building. Following discussion, it was moved by Mr. Stone and seconded by Mr. Hanson that the Director prepare and send a request to the Board of Education of the County of Kanawha directing it to process a check in the amount of \$50,004.00 which will be delivered to General Services Administration upon execution of the said contract. Motion carried.

NEW BUSINESS

Election of Officers. An election being held as provided in the Bylaws, the following were elected for a term of one year ending June 30, 1965:

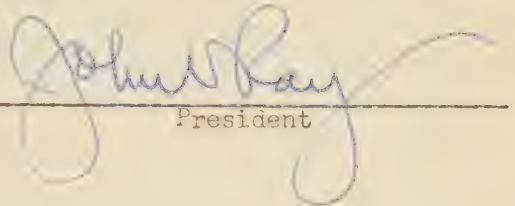
President	- John V. Ray
Vice President	- Arthur Hanson
Secretary/Treasurer	- Nicholas Winowich

Air Pollution - Public Health Service Mobile Sampling Unit. The Director read a letter, dated July 9, 1964, and signed by Mr. Carl G. Beard, II, Executive Director, West Virginia Air Pollution Control Commission, in which Mr. Beard requested the use of an area on Summers Street for the location of a Public Health Service Mobile Sampling Unit. The site, he said, would be used for approximately 12 months beginning August 1, 1964, for the purpose of determining the level of air pollution from automobile emissions. Following discussion, it was moved by Mr. Stone, seconded by Mr. Hanson, that Kanawha County Public Library answer Mr. Beard's request in the affirmative, making note of the fact that the Kanawha County Public Library does not at this time have possession of the Capitol Street Federal Building and property; that the use of the site must be subject to our own needs for the space in connection with the anticipated remodeling of the building; and that the Kanawha County Public Library reserves its right, following reasonable notice, to regain possession of its property. Motion carried.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

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There being no further business, the meeting on motion duly adopted,
adjourned.



President



Secretary

ANNUAL REPORT
KANAWHA COUNTY PUBLIC LIBRARY
1963/1964

CHARLESTON, WEST VIRGINIA

This Annual Report
Is Dedicated To
St. Albans Branch Library
And
To The Men And Women,
Organizations And Institutions
Who Made It Possible

KANAWHA COUNTY PUBLIC LIBRARY

BOARD OF DIRECTORS

John V. Ray, President
Arthur Hanson, Vice President

Margaret Anderson
Hester Brown
W. E. Chilton, III
Neil Elphick
William J. Frink
Charles T. Hopkins
Sydney M. Kleeman
L. K. Lovenstein

John D. Maurice
Leonard Rigglesman
Donald C. Shonk
A. Guy Stone
L. Newton Thomas
Charles A. Williamson
John A. Young

Nicholas Winowich, Library Director and Secretary of the Board

LIBRARY STAFF

Professional

Wilma Brown
Evelyn Coskey
Frances Dillinger
Ruth E. Figgatt
Frances Gerard
Alice Gygax
Clara Hampton

Margaret Hilliard
Eleanor Keenan
June Martin
Helen Miller
Robert F. Simmons
Frances A. Swope

Non-Professional

Lorena Ammar
Judith Benwitt
Floyd Bowen
Donald Callard
Iris Chapman
Jacqueline Cordell
Barbara Dery
Janet Hamrick
Dorothy Hiner
Cortez Johnson

Henrietta Kidd
Franca Martin
Martha Moran
Kay Mullins
Patricia Neil
Nancy Ringel
Jacqueline Smith
Laverta Spurlock
Barbara Steele
Mae Thomas

Building Staff

James Thomas, Building Superintendent

Robert Lee Dawkins

Fred Skiles

28 Additional Part-Time Staff Members

ANNUAL REPORT 1963/1964

To the Library Board of the Kanawha County Public Library -

The Director's annual report for the period July 1, 1963, to June 30, 1964, is herewith submitted:

The library's second application, with supporting documents from the State, County, City, Board of Education, Chamber of Commerce and numerous clubs, to secure the Capitol Street Federal Building, in Charleston, for public library purposes, was filed with the Department of Health, Education and Welfare through its regional representative. The application followed a determination by the General Services Administration that the building had been declared surplus to the needs of the U. S. Government. Afterwards, the regional representative stated in his official report and analysis that:

"The Kanawha County Public Library has established its need for a facility to permit present operations of the Library Program to continue and to grow. The applicant, through its advisory committee and professional adviser, has demonstrated to the Department that the need for and program use of the Old U. S. Courthouse, Charleston, West Virginia, meets the need and program requirements; and I am recommending the application be approved and that assignment request be made to the General Services Administration in order that the transfer may be made to the Kanawha County Public Library Board at the Public Benefit Allowance of One Hundred Percent (100%), under the terms and conditions set forth in the Surplus Property Utilization Manual."

However, the General Services Administration ruled otherwise and the property was available - but only by purchase.

On April 16, 1964, the Board of Directors voted to purchase the U. S. Post Office and Courthouse Building at the price of \$500,000.00 with interest

to be paid at 4½% on the unpaid balance.

Interest in public libraries within the region of Kanawha County continued to gather momentum and significance. On several occasions Mr. Hanson, Vice-President, and the Director attended library meetings in South Charleston, Dunbar and Nitro.

The Kanawha County Public Library Building has been designated as a Civil Defense Shelter. As such, space has been provided to accommodate shelter supplies for 356 people. Quantities of water and crackers, medical kits, sanitary units and a radiation instrument are included. A desirable location has been found on the ground floor. Following certain re-arrangements and disposals, the supplies have been stored in the furnace room.

Early in 1964, the Library of Congress initiated a pilot project which authorized it, under Public Law 480, to collect and to distribute to a select number of public, college/university and research libraries certain English language newspapers and magazines from India, Pakistan and the United Arab Republic. The funds for the project were made available to the Library of Congress through U. S. owned currency acquired in these countries from payment of surplus agricultural products. As a participating member, the Kanawha County Public Library chose to receive, free of charge, the following periodicals:

Newspapers

Egyptian Mail	(Cairo)
Egyptian Gazette	(Cairo)
The Statesman	(Delhi, India)

Magazines

Illustrated Weekly of India	
Illustrated Weekly of Pakistan	
Eastern Economist	(India)
Folklore	(India)

Indo-Asian Culture	(India)
Pakistan Review	(Pakistan)
Arab Observer	(Egypt)
Egypt Travel Magazine	(Egypt)

BOYS AND GIRLS DEPARTMENT

The Vacation Reading Club program sponsored by the library is a regular feature and principal summertime activity in the Boys and Girls Department. There are few rules and no official organization. It is designed to remind children of the pleasures of reading because, as we suggest, vacation readers have more fun than anyone - except other vacation readers. More than a thousand children have been registered and more are expected to join and participate.

In May, 1964, the first issue of JUNIOR REVIEWERS, a publication of the Boys and Girls Department, was distributed to children, schools and parents. The project is an attempt to permit boys and girls in elementary school to express themselves about the books they read and to give others an opportunity to read what one of their own thinks about a particular book.

Not too many years ago Miss Wilma Brown, Chief, Boys and Girls Department, and the Director speculated about the possibility of circulating one thousand children's books in one day. We were confident because all indications seemed to point in that direction. We knew it would happen, but we didn't know when. After many close counts the goal was reached on a typically busy Saturday. In the days, months and years that followed, our position continued to improve and we were soon talking about lending two thousand books in a day's time. To make a short story even shorter, we reached the

new plateau, not once, but twice. New juvenile circulations were established on February 8 and again on February 15.

We acknowledge with thanks and appreciation the gift of Miss Ann Koontz, a former Education Director of the Children's Museum and Planetarium, who presented the Children's Department with several magnetic recording tapes. Each tape consisted of recorded interviews involving outstanding authors and illustrators of children's books.

Several future teachers, education majors at West Virginia State College, have been regular visitors at our Saturday morning feature - children's story hour and puppet show. The young ladies have been observing techniques and consulting with the children's librarian. Afterwards, the students are expected to conduct similar programs within a classroom situation.

Miss Wilma Brown, on January 21, 1964, celebrated twenty years of service with the Kanawha County Public Library. The anniversary was celebrated with a staff dinner in honor of Miss Brown.

BUILDING AND GROUNDS

Mr. James L. Thomas of Spring Hill, on July 1, 1963, succeeded Mr. Charles B. Lander as building superintendent. This very capable and conscientious young man has accomplished a great deal in a short span of time. In the tradition of Mr. Lander, a resourceful and valuable handy-man, Mr. Thomas is also an electrician, carpenter, plumber and painter.

Improvements were made to the condition and appearance of the sidewalks and curbs surrounding the library. The utilization of a concrete mix enabled the building superintendent to fill and correct deteriorations as they appeared.

The battle of the pigeons is a year 'round activity with us - in spite of the weather. Like a fighter, we try to keep the birds off-balance - by capturing those that we can and by scaring others so that, hopefully, some of them will fly away to roost elsewhere. For the rest, the ones that remain and are reluctant to leave, we have learned to live with them.

One of the major improvements and long overdue, incidentally, was recently and successfully completed. The charge-out/return desk located in the lobby at the main entrance was enlarged by our capable building superintendent. Following certain rearrangements of component parts, the routines performed in the area have resulted in better and faster service to the public as well as a smoother performance of duty.

The old book return box has been removed from the sidewalk and a "book droppository," utilizing the same fixture, was installed on the door next to the Hale Street entrance. There are several advantages to the change. Chief among these are: it will no longer become necessary to go out into the weather to service the box and to subject books and personnel to rain and snow; and second, the new method is much easier, physically, on the books.

Permission was granted to the U. S. Public Health Service, through the West Virginia Air Pollution Control Commission, to locate a Mobile Sampling Unit on the Summers Street side of the future Kanawha County Public Library for the purpose of determining the level of air pollution from automobile emissions. The unit and staff remained for 30 day periods at specified intervals of time.

CATALOG DEPARTMENT

The total book stock as of June 30, 1964, numbered 238,180 volumes. During the course of the year 1963/1964 there were 19,694 volumes added to the collection:

18,167	through purchase
1,454	by gifts
<u>73</u>	previously reported lost but returned to the book collection
19,694	

A one day workshop on the care and repair of books was conducted in the library by Mr. Simmons for the Kanawha County Home Demonstration Council. Representatives from various women's clubs, following instruction and practice, are now qualified to teach the basic skills of the art to the members of their organization.

Mr. Donald P. Callard, a member of the cataloging staff, was accepted by the University of Pittsburgh Graduate School of Library Science as a candidate for the masters degree in library science.

CIRCULATION DEPARTMENT

Exhibits and displays continue to command the interest and attention of people visiting the library. Recent attractions were no exceptions. Mr. Rudolph Ellis presented a one man showing of his paintings, the scale model of the St. Albans Branch Library presented a dimensional view easily discernible, and the colleges of Morris Harvey and West Virginia State presented, by means of posters and folders, the challenge of an education undertaken during evening and Saturday hours.

The Charleston Youth Community, incorporated on May 4, 1963, was organized for the purpose of working with the many public and private agencies or

institutions in the County concerned with children and families and, more specifically, disadvantaged drop-outs and delinquents. The library has been helpful in providing counsel as well as useful and valuable materials to the research staff. In addition, the possibility of preparing a collection of books for use by young people in various and isolated areas of the county was undertaken. To make the job easier and more meaningful, individual volunteers were recruited and designated as "librarians" and story tellers. It was strongly felt that more children and young people would read and use library materials if they are more readily available on the scene. As mobile as the American family is, there are still many persons who do not find it convenient to come to Charleston to use our facility.

February, 1964, has been an unusually busy month for the department as well as for the other service units of the library. Although some days were busier than others, Saturday continues to remain in a class by itself. The typical scene is one of a vast and purposeful crowd sitting, reading, writing and getting in long lines to check-out books.

Miss Ruth Figgatt, Chief, Circulation Department, and Miss Frances Dillinger, Circulation Librarian Assistant, represented the library profession at the annual Career Conference sponsored by the University Club of Charleston in cooperation with the Kanawha County Schools. The emphasis, of course, was on librarianship as a career. In addition to the high school students who were present, there were several adults whose children, although interested, could not attend the meeting because of illnesses. Literature, made available by the recruiting office of the American Library Association, was distributed.

Several changes improving staff procedures related to registrations and

overdue notices were made.

Space, or more appropriately, the lack of it, continued to be a problem. Once-wide aisles are constantly being narrowed to accommodate additional units of shelving. These measures are, at best, only temporary, but nearly always inconvenient.

EXTENSION DEPARTMENT

Mrs. Swope reported that 14,539 students in 70 Kanawha County schools with 512 classrooms involved had access to 27,646 volumes during the 1963/1964 school year.

Nearly 8,300 volumes were placed on loan in libraries in St. Albans, South Charleston, Sissonville and in other agencies.

Noble Order of Bookworm awards were presented to 2,516 children and of this number, 84 boys and girls received a fifth year gold pin.

Miss Evelyn Coskey, a graduate of the University of Kentucky Library School, became a member of the staff on June 15. In the short time she has been on the job, we have found her to be an experienced and dedicated librarian endowed with intelligence and enthusiasm.

REFERENCE DEPARTMENT

Miss June Martin of Charleston, and a recent graduate of the University of Michigan Library School, replaced Miss Hazel Fisher who retired.

During the two-day school "holiday" in October, the 24th and 25th, when many teachers were attending the Annual Conference of the West Virginia Education Association, the library was practically invaded by thousands of

junior and senior high school boys and girls working on term papers and classroom assignments. Although our librarians never worked harder nor walked faster or farther, they were nevertheless pleased with the attitude of the students who were always well-behaved and considerate of others.

Miss Gerard reported that the department, in February, 1964, recorded the highest number of reference questions since 1951 when the practice of keeping such statistics was begun. Out of a total of 602 inquiries, 180 were received by telephone. Numbers of course are only indicators as to the volume of business conducted. More important, however, is the need to know what people are asking so that the reference collection can reflect the needs of the public.

Occasionally, the library becomes a workshop for authors who expend considerable time, energy and talent in the preparation of manuscripts for publication. Mary Lee Settle, for example, used certain books from the collection to write a large portion of her novel, "Know Nothing," in a rather uncomfortable room among book stacks on the second floor. Dr. Edward Chester did considerable research at the library on a book published several years ago by the Public Affairs Press. He recently completed work on a comparison of state constitutions from materials available in the Reference and Circulation Departments.

These instances, I think, are an indication that this library has a collection of quality materials adequate even for the professional writer.

ST. ALBANS BRANCH LIBRARY

Mrs. E. Forrest Jones, Judge Dennis Knapp and the Director served as judges at the annual St. Albans Town Fair. Charged with the responsibility of selecting the best entry in the parade and the best booth at the Fair, the judges, despite an unusually hot day on Saturday, July 27, managed, with satisfaction and unanimity, to select the winners - the St. Albans High School Band and the St. Albans Pilot Club Book Shoppe.

Mrs. James H. Hampton, a member of the Extension Department staff since November, 1961, was appointed Branch Librarian in July, 1963.

The St. Albans Branch Library was first opened to the public on Thursday, December 12, 1963. In pleasant but brisk weather, at approximately 11:50 a.m., there was a brief, outdoor ceremony which saw a presentation of the colors by an honor guard of the St. Albans Post of the American Legion and the acceptance of the library key by Mr. Frink and Mr. Hanson. Afterwards the assembled audience was welcomed and invited to see the new and modern facility. Following an introduction of the Branch staff, visitors were shown the many areas of the library's impressive interior. By estimate, several hundred persons, throughout the day, saw for themselves the realization of a community dream. Not only did they look but they also did what most library visitors do - they borrowed books and in considerable numbers.

The formal dedication of the St. Albans Branch Library was observed on April 23, 1964. It was estimated that over 200 persons attended the ceremony and heard an address by Mr. Jim Comstock who presented the Branch with a valuable and rare copy of Alexander Withers, "Chronicles of Border Warfare." A "dutch-treat" luncheon, held at the Wren's Nest on Coal River Road and attended by members of both library boards and staffs, preceded the dedication.

Reflecting the community's pride in the Branch Library, many school and non-school groups visited the building in order to become better acquainted with it. Several adult organizations, for example, have contributed their talents and energies by providing us with interesting and informative exhibits, by enhancing the beauty of the interior through colorful and attractive flower arrangements and by faithfully doing volunteer service. There are still others, including many individuals, who have presented gifts of books and magazines which have been added to the library's collection of materials. In addition, the Branch received a handsome set of fireplace accessories as a gift.

Recently, a delegation from Princeton, West Virginia, visited the Branch for a first-hand view of a modern, attractive library structure and to talk with us about library construction, operation and maintenance. The group, consisting of members of the Library Board of the Princeton Public Library, its architect and a member of the County Court, was impressed. The Chairman reported that they were planning a new public library in Princeton and wanted to meet with us and view the building before they began construction.

Mrs. Lyndon B. Johnson sent a beautifully framed picture of the Johnson family which bears the inscription, "With Best Wishes to My Friends of St. Albans' Library, Lady Bird Johnson."

One of the interesting features of our regularly scheduled Saturday morning story hour for children in St. Albans concerns the story teller. For the past several weeks, students majoring in elementary education at West Virginia State College and acquainted with children's literature through course work, have been telling stories and gaining valuable "student teaching" practice. The response has been good. We are hopeful of continuing and

even expanding the program to include students from other colleges.

From December 12, 1963, through June 30, 1964, more than 65,000 books were circulated to library users, over 2,500 new borrower's cards were issued to library patrons and literally thousands of persons visited and used the facility without benefit of borrowing library materials.

The Saturday morning story hour and the Noble Order of Bookworms reading club program created and stimulated interest in and enthusiasm for the Branch among the younger members of the community.

The Branch has served as a community cultural center where adults were given an opportunity to view specially arranged exhibits and shows and to address and direct themselves critically to the giants of literature through sponsored book discussion events.

It is hoped that in the next year the St. Albans Branch can be of greater service to the community to which it is indebted for gifts, for volunteer help and for enthusiastic devotion.

LIBRARY BOARD

It is with profound sorrow and regret that we record the death of Mr. C. C. Dickinson who served on the Library Board of Directors since August, 1934. Mr. Dickinson was a knowledgeable man who accepted assignments of service with dedication, understanding and appreciation despite a busy schedule of responsibilities. His interest in and concern for achieving a better Kanawha County Public Library is perhaps best demonstrated by his active support of the Capitol Street Building project. He gave unstintingly of his time, talent and energy in communicating and meeting with elected and governmental officials. The library was closed until 1:00 p.m. on December 17,

1963, to permit the staff to go to the funeral service.

At the annual meeting held on July 5, 1963, Mr. John V. Ray was elected President; Mr. Arthur Hanson was elected Vice-President and Mr. Nicholas Winowich, Library Director, was elected Secretary.

NATIONAL LIBRARY WEEK

"Reading is the Key" was the theme of the seventh annual National Library Week observed in 1964 during the week of April 12-18. The program, sponsored by the National Book Committee in cooperation with the American Library Association, is dedicated to the long-range goals of encouraging lifetime reading habits, increasing people's use of libraries and expanding and improving the total reading and library resources of the nation. Each April, as in some 5,000 communities throughout the U. S., the Kanawha County Public Library utilizes the impetus of National Library Week to "tell a story." This year was no exception. Many things were done such as: book talks, special exhibits, radio and television appearances, newspaper and theatre publicity and library visitations by kindergarten and elementary school children.

GIFTS

The library is always happy to receive gifts which will add to the quality and scope of its collection. Each book added is marked with a bookplate suitably inscribed giving recognition to the individual or organization presenting the gift.

Space does not permit publication of a complete list of donors who

presented gift of books, magazines, phonograph records, pictures, pamphlets and other library materials, but the library is nevertheless deeply grateful to those individuals and organizations whose contributions have immeasurably enriched the collection.

Respectfully submitted,

Nicholas Winowich
Director

STATISTICAL REPORT

July 1, 1963 - June 30, 1964

Population served: 252,925

Opened to the public June 3, 1909. First library located in the Y.M.C.A. Building on Capitol Street.

AGENCIES

Main Library	1
Bookmobile (42 winter scheduled stops)	1
(42 summer scheduled stops)	
Branch	1
Deposit Stations	84
Schools	70
Collections delivered - 659 juvenile	
15 adult	
Fire Stations	8
Collections delivered - 96 adult	
Other Agencies	6
Collections delivered - 14 adult	
Other School Stations	57
(Books borrowed by teachers from Boys and Girls Department and Bookmobile)	
Collections lent - 348	

BOOK CIRCULATION

CITY CIRCULATION - Volumes

	<u>1963/64</u>	<u>1962/63</u>
Borrowed from Main Library		
Boys and Girls Department	309,607	298,056
Circulation Department	<u>199,424</u>	<u>188,072</u>
	509,031	486,128

COUNTY CIRCULATION - Volumes

Borrowed from Extension Department		
Bookmobile	196,627	219,497
Deposit Collections	<u>331,981</u>	<u>385,085</u>
	528,608	604,582
Borrowed from St. Albans Branch		
Adult	19,487	
Juvenile	<u>50,121</u>	
	69,608	

TOTAL CIRCULATION - Volumes	<u>1,107,247</u>	<u>1,090,710</u>
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BOOK STOCK

	<u>1963/64</u>	<u>1962/63</u>
Number of volumes at the end of the year	238,180	225,529
Number of volumes added	19,694	18,111
Number of volumes withdrawn	7,043	5,694
Number of periodicals	423	442
Number of newspapers received	42	37

REGISTRATION

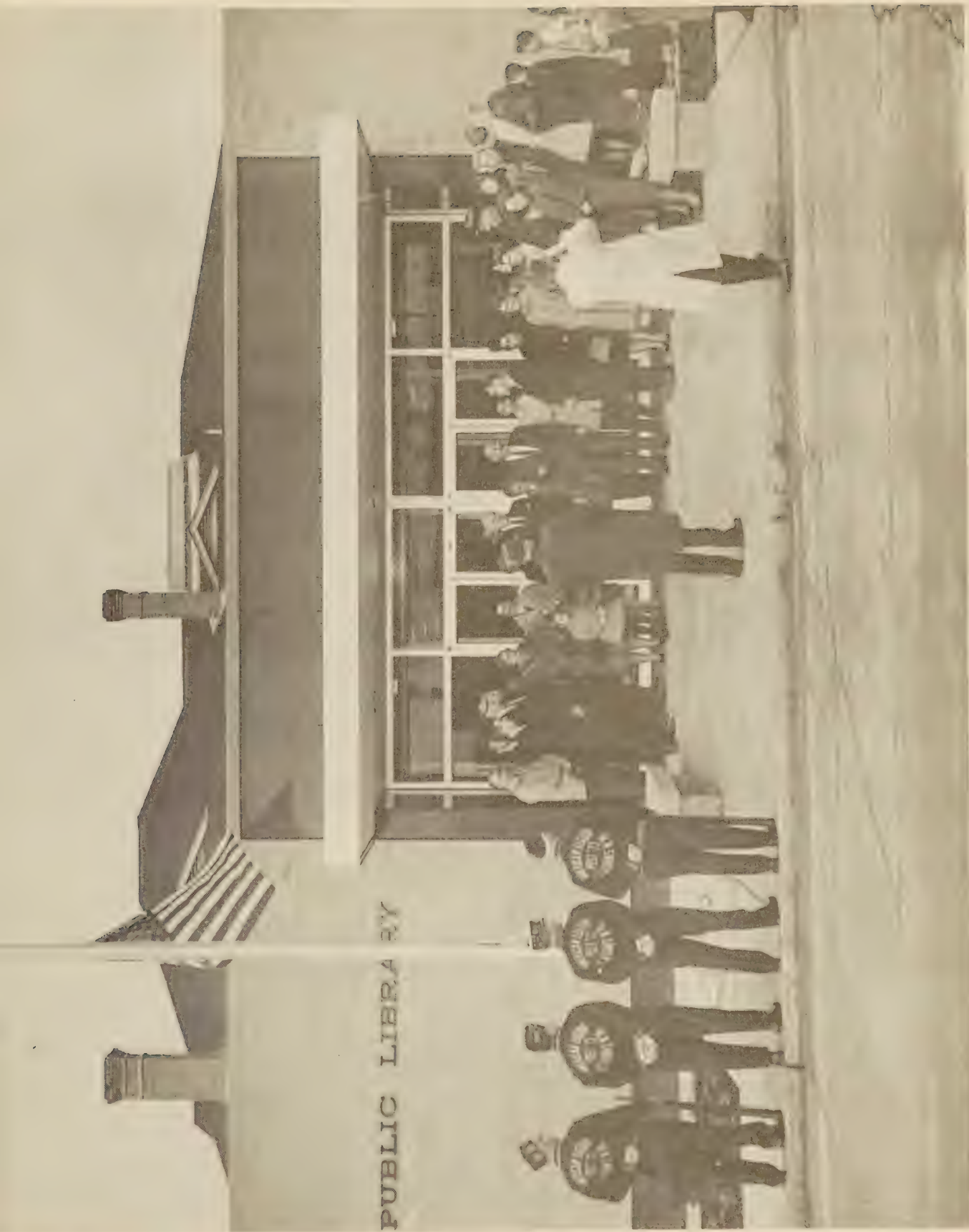
Total number of registered borrowers	49,217	45,773
Total number of registered borrowers during year	18,278	16,380
Children estimated to use deposit collections in addition to the above	14,539	15,980
Time required of staff: 40 hours a week		

AUDIO-VISUAL MATERIALS

Microfilm Reader		1
Record Player		2
Phonograph Record Albums	2,951 titles -	4,154 discs
Motion Picture Films		20
(Indefinite loan to Kanawha County Public Library)		
Microfilm (reels)		1,428
Phonograph Records Circulated		12,565



Mr. Arthur Hanson, Vice-President of the
Kanawha County Public Library Board, and
Mr. W. J. Frink, Chairman of the St.
Albans Library Board, receiving keys from
Mr. Walter Browder, Contractor.



Opening Day
December 12, 1963
Following presentation of colors and building key



Following Opening Day Ceremonies held on
December 13, 1963, Allen and Bruce
Dillinger are the first to receive
borrowers' card application forms from
Mrs. James W. Hampton, Branch Librarian.



Mr. W. J. Frink, Chairman of the St.
Albans Library Board, speaking at the
Dedication Day Ceremony, April 23,
1964.



Mrs. John T. Keenan, former Board
Member and now Kanawha County Public
Library staff member, speaking on the
history of the St. Albans Library at
the Dedication Ceremony.



Miss Frances Notter, principal of the
Highlawn Elementary School, accepting
from Mr. Frink, a special award to the
school for its outstanding record and
achievement in the Noble Order of
Bookworm Reading Club.



Dedication Day
April 23, 1964
Guests of Honor



Mr. Jim Comstock, Editor of the West
Virginia Hillbilly, addressing
Dedication Day audience.



Cake cutting ceremony with Mrs. James
Randall, Mrs. Herbert Kaufman and
Mrs. Cyril Reich.



Mrs. Herbert Kaufman and Mrs. Lawrence
Reed serving refreshments from the
transformed Charging Desk.

G5801

